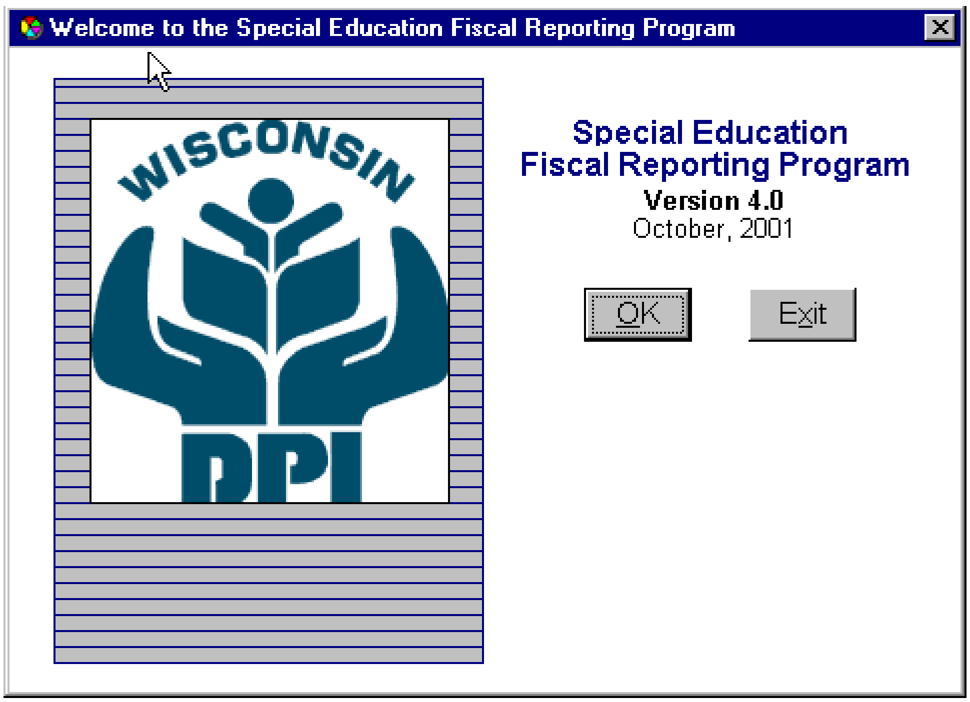
Special Education Fiscal Reporting Program
User Guide
October 2001



Wisconsin Department of Public Instruction
Elizabeth Burmaster, State Superintendent
Madison, Wisconsin

Overview

Welcome to the Special Education Fiscal Reporting Program, Version 4.0, release date October 2001. This program (PI-1505 SE) is used to report data used compute state special education aid eligibility. The program will create "Annual Report" and "Budget Report" data files that must be submitted to the Department as required.

This program is written using Power Builder software. Power Builder is not needed to run the program. Please refer to the Download and Installation Instructions on the next pages for installation requirements. If the district does not have the necessary computer system to run this software, it may have an accounting firm complete the report. If this is done, the identity of the firm must be entered on the initial data entry window.

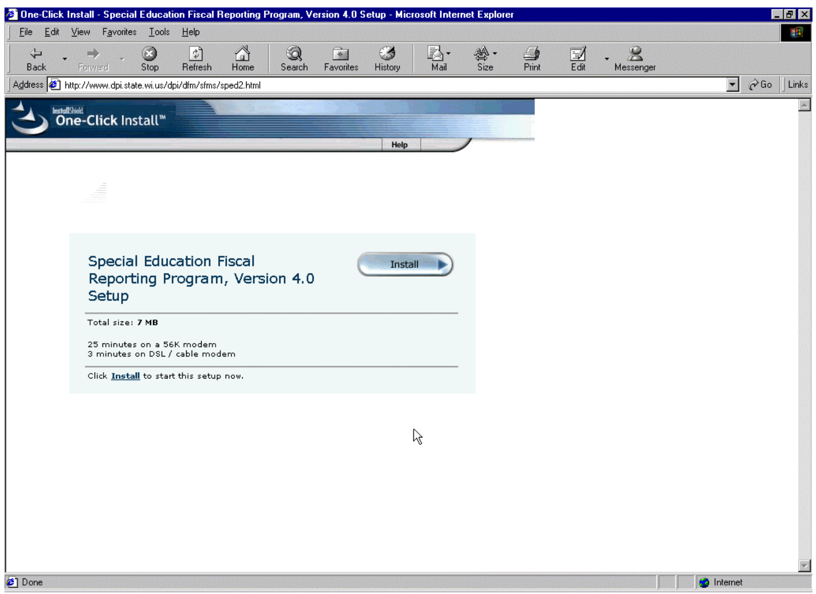
This manual is a complete guide to successfully using the Special Education Fiscal Reporting Program. We welcome your comments and feedback. Retain this manual for future use.

Program Written by Donna Wood
User Guide Written by Donna Carlson

Download and Installation Instructions

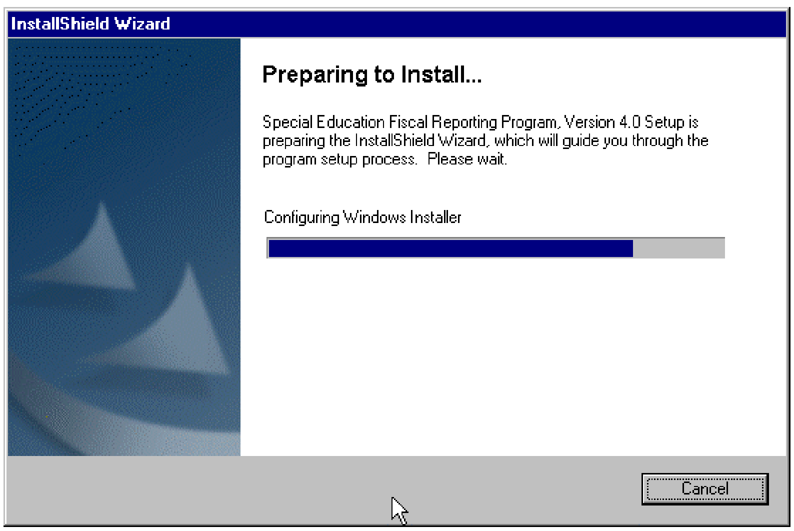
1. As with any installation, **PLEASE** close all other applications currently running.
2. Also **VERY IMPORTANT:** DO NOT Uninstall the first version of the Special Education Fiscal Report Program.
3. **IMPORTANT:** You will need to have **administrator rights if running Windows NT, 2000, or XP**. If you get a message stating that you do not have administrator rights, contact your computer technician or network administrator.
4. **IMPORTANT:** You must use **Internet Explorer 5. 0 or higher** to download this program. This program cannot be downloaded from the Internet using a Netscape browser.
5. Open your Internet Explorer Browser.
6. Go to the following web address to begin the download and installation process:
   www.dpi.state.wi.us/dpi/dfm/sfms/sped2.html

7. You will see the following Screen.

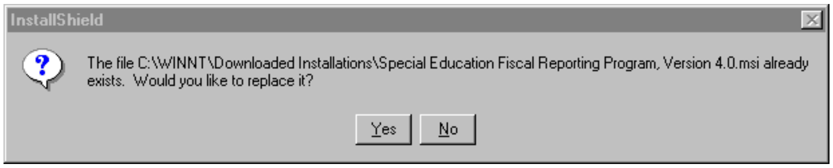


8. Press the Install button and the program will open the installing page and you will be prompted with the following Security Warning Window.

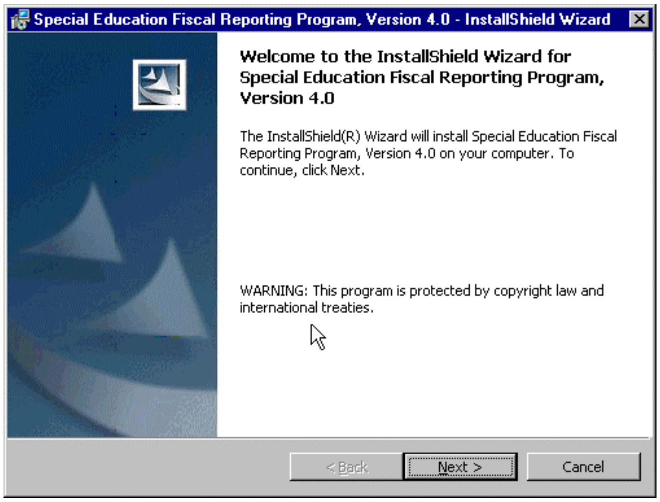
9. Press the **Yes** button. You will see the following window.



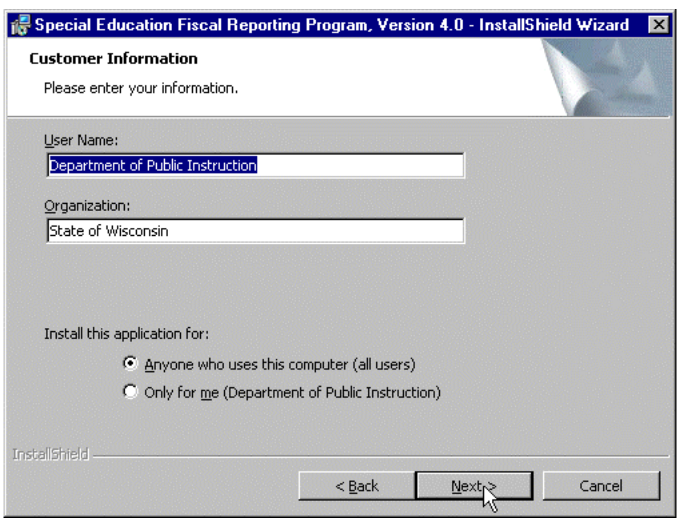
10. Do nothing unless you are prompted. You may be prompted with the following window.



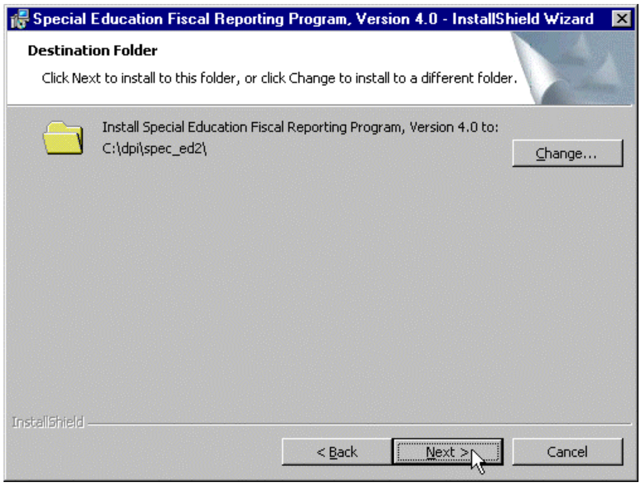
11. If you see this window, press the Yes button.
12. The installation will continue. You will see the following window.



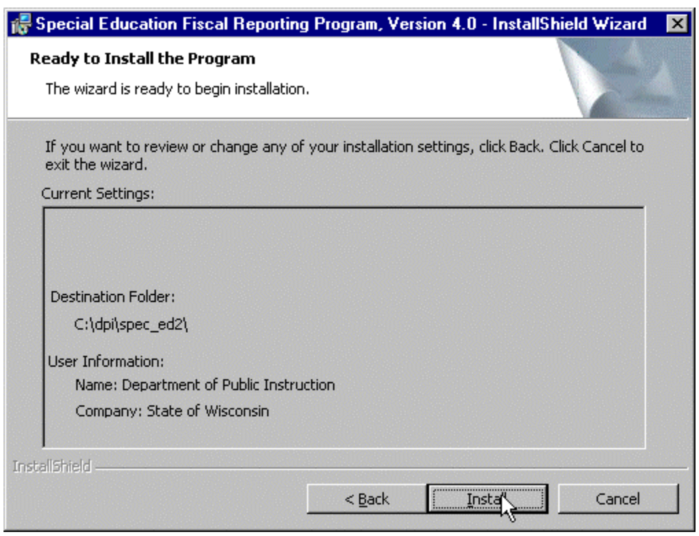
13. Press the Next button and you will see the following Window.



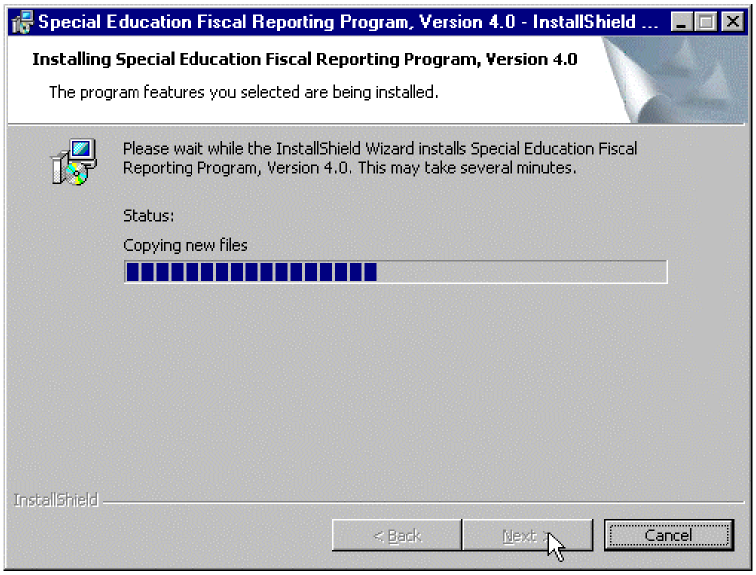
14. We recommend taking the defaults and installing it for all users. Press the Next button and you will see the following window.



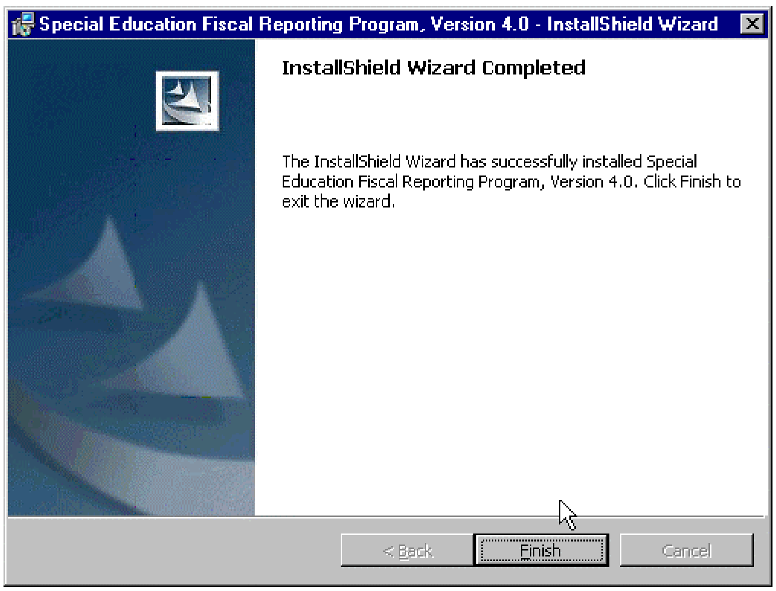
15. If you wish to accept the default location, press the Next button. If however, you wish to modify the default location, press the Change button and choose the location where you would like to install the program and then press the Next button. If you change the default, you need to also change some system settings for the program to work. You will need to change where the ODBC is looking for the sped2.db file. You will need to change the System DSN tab in the ODBC Data Source Administrator window. If you have trouble doing this please call for assistance. In either event you will see the following window.



16. If you changed the destination of the installation, confirm that it is correct and press the Install button. You will see the following window.



17. The program will be installed and when finished you will see the following window.



18. The Installation is complete. Press the Finish button and close your browser.

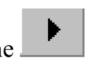
After the Installation

The default installation process will place files into a directory called "c:\dpi\spec_ed2". It will also place a group on your Programs menu called "Special Ed Fiscal Reporting Program, Version 4.0" that contains **two applications**:

1. The Database Migration application "migrate_to_sped2.exe". This is a one-time program that you need to use to move your existing prior year data into the new database. If you do not have a pre-existing Special Education database on the computer you may ignore this application.

2. The Special Education Fiscal Report application "Sped2.exe". This is the main application and will be used to enter data and report to DPI.

Changes from Previous Version

- There has been some important changes in the uninstall process. Please be sure to review the section entitled *Un-Installation Instructions* in this manual prior to any uninstall. Not following the instructions listed there could result in loss of data.
- A minimum screen resolution of 800 X 600 is required to run this program.
- All navigation is through the tool bar or menu bar. Clicking the  icon will move to the next entry window. Drop down menus are also used. There are some minor changes in the placement of some commands on the drop down menus. Take a few seconds to familiarize yourself with the icons and menu choices. Also refer to the sections in this manual called *The Menus* and *The Buttons* for more information.
- Clicking the  icon will take you to the previous data entry window. The data must pass a series of validation checks before you can submit it to DPI. You can check the validation status from any data entry window.
- The import "strip" file specifications remain the same as the previous version.
- The detail function accounts that are reported are only those that are part of the state special education aid or maintenance of effort calculations. The specific account codes are those identified in the January 5, 2001 mailing "FY 2001 - 2002 Special Education Financial Reporting Requirements". If you have accounts in your Special Education Fund (Fund 27) that are not specifically reported, combine those accounts in functions 199 999 and 299 999 as appropriate.
- On several reports there is a button that allows you to dump the data to Excel.
- If a report is generated before the data has passed all validation checks, a banner will appear on the report indicating that the report is unreliable.

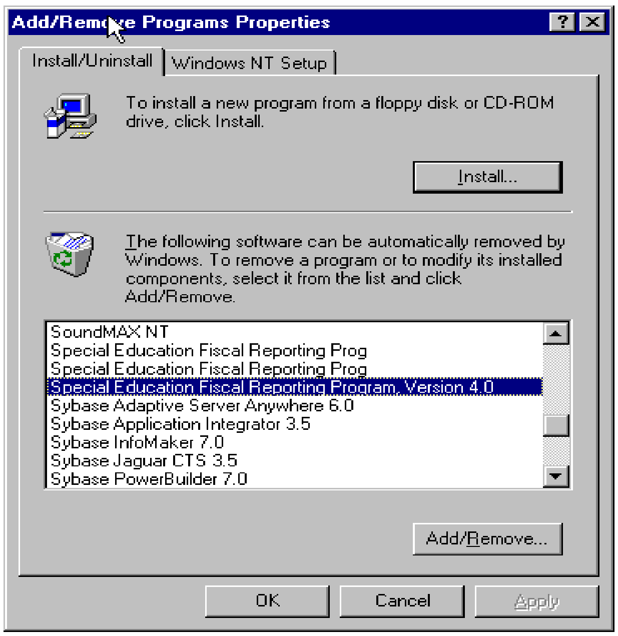
Contact Dennis Hanson with general questions, (608) 267-9212. Contact Donna Carlson, (608) 266-1389 with computer "technical" questions.

Un - Installation Instructions

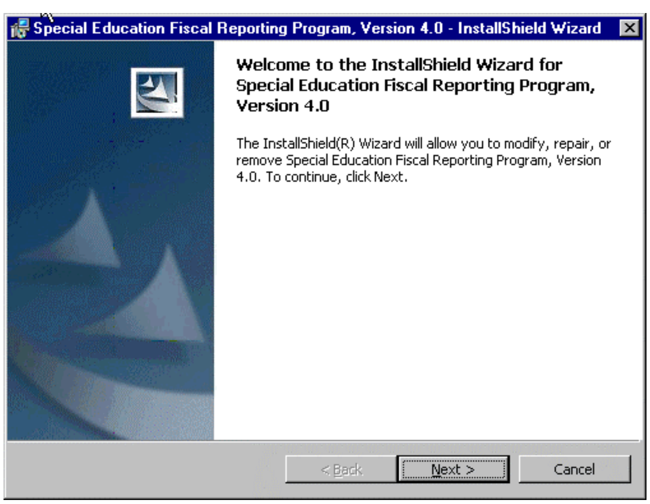
NOTE: If you uninstall this program it **WILL REMOVE** the directory that was created and **ALL** files in it, **INCLUDING the Database file**. This is different than the last uninstall, where files were left. If you need to reinstall this program, **BE CERTAIN** you make a copy of the database and put it in a totally different directory (NOT in DPI or DPI/spec_ed2 folders).

To uninstall the Special Education Fiscal Reporting Program follow these steps:

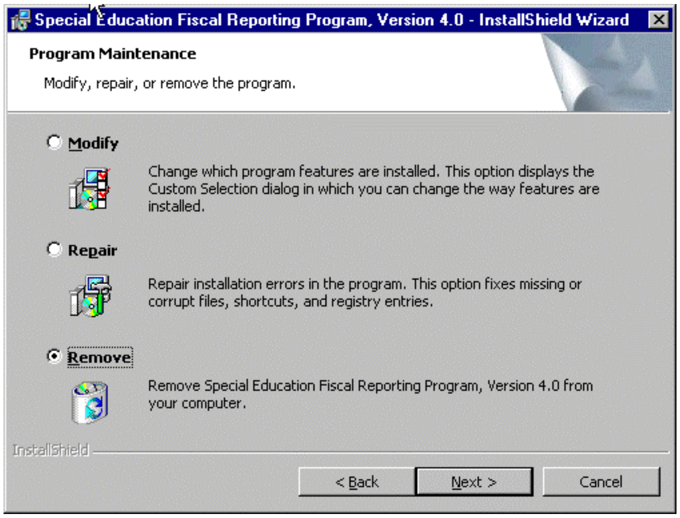
1. Press the Start button.
2. Select Settings.
3. Select Control Panel.
4. Double Click on Add/Remove Programs. The following screen will be displayed.



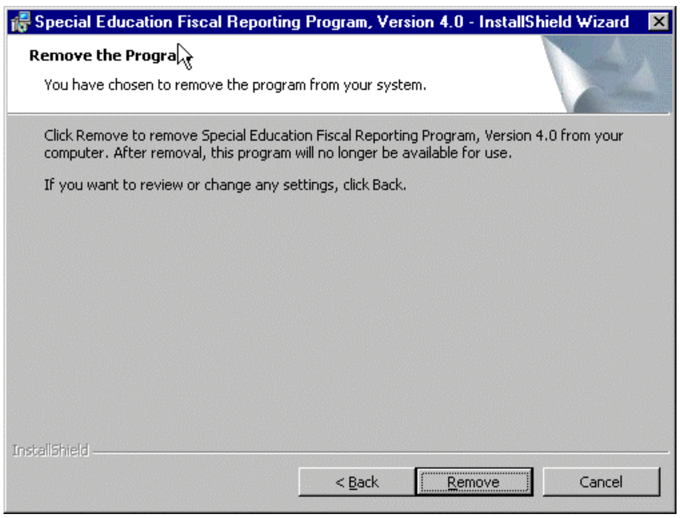
5. Find the Special Education Fiscal Report Program, Version 4.0 and click on it to highlight it. Click the Add/Remove… Button.
6. You will get the following window.



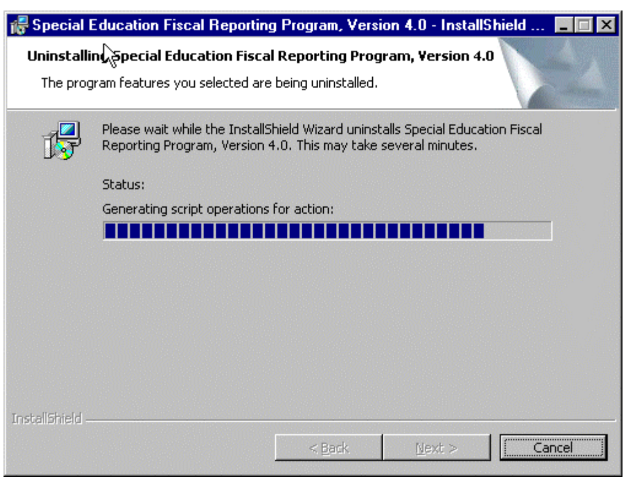
7. Press the Next button and you will see the following window.



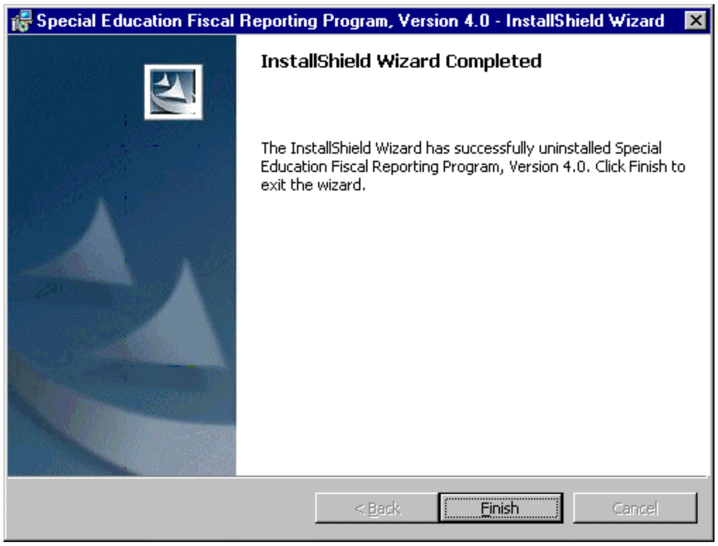
8. Click the radio button that says Remove and press the Next button. You will see the following window.



9. Press the Remove button and the following window will be displayed.



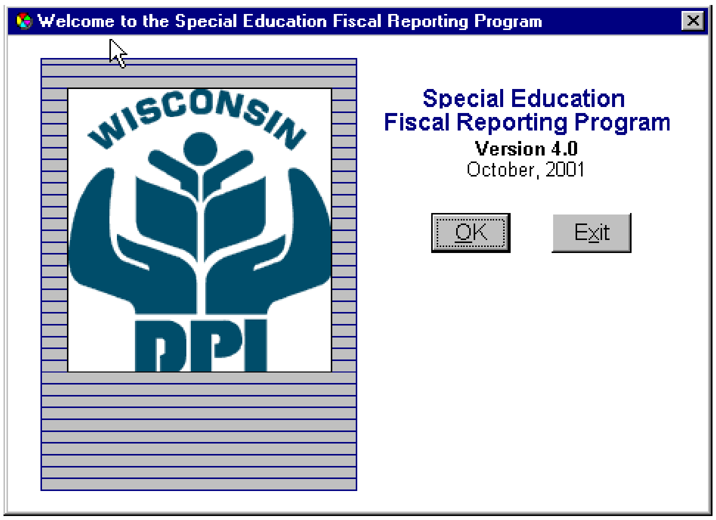
10. When the removal is complete, press the Next button and the following will be displayed.



11. Press the Finish button and you will be returned to the Add/Remove Programs window. Press the Cancel button and you will be returned to your desktop.

To run the program

1. Press the Start button.
2. Select Program
3. Select Special Ed Fiscal Report Program, Version 4.0
4. There are two options.
   - Migrate_to_sped2 - this program will migrate your prior version data to the new database.
   - Sped 2 - this program will launch the new version of the special education fiscal report program.
5. Choose Sped2. You will see the following Welcome dialog box:



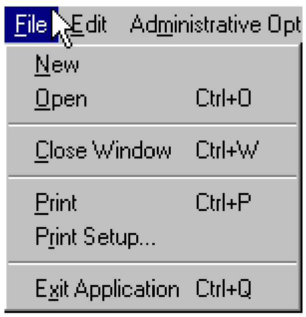
Please confirm that the <u>Welcome to the Special Ed Fiscal Reporting…</u> window lists Version 4.0 and a date of October 2001.

6. Press the OK button, and the program will begin running. You will see one of a number of screens. If you have migrated data or have previously entered data you will see a Report files window that will list all the report files that are available to be viewed or edited. If you did not migrate your data and are using the program for the first time it will prompt you that there is "No data available, choose a report". You will start either a new annual or a new budget.

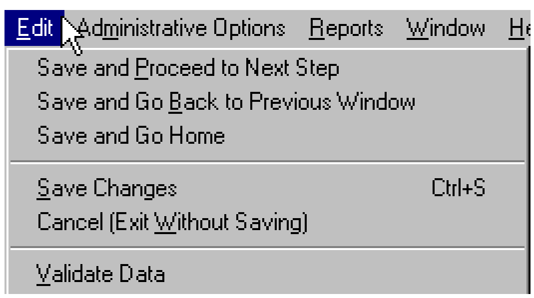
The Menu

You will see the main menu across the top with the following options: **File**, **Edit**, **Administrative Options**, **Reports**, **Window**, and **Help**. Each of the menu choices has the following sub menus that are enabled and disabled throughout the program depending upon what screen you are on and what options are available to you at that time.

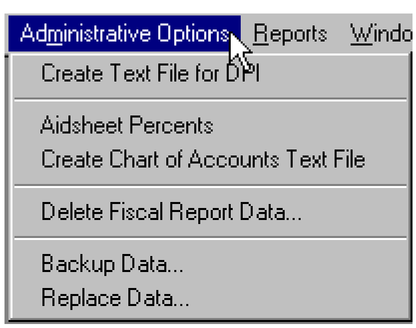
1. **File**



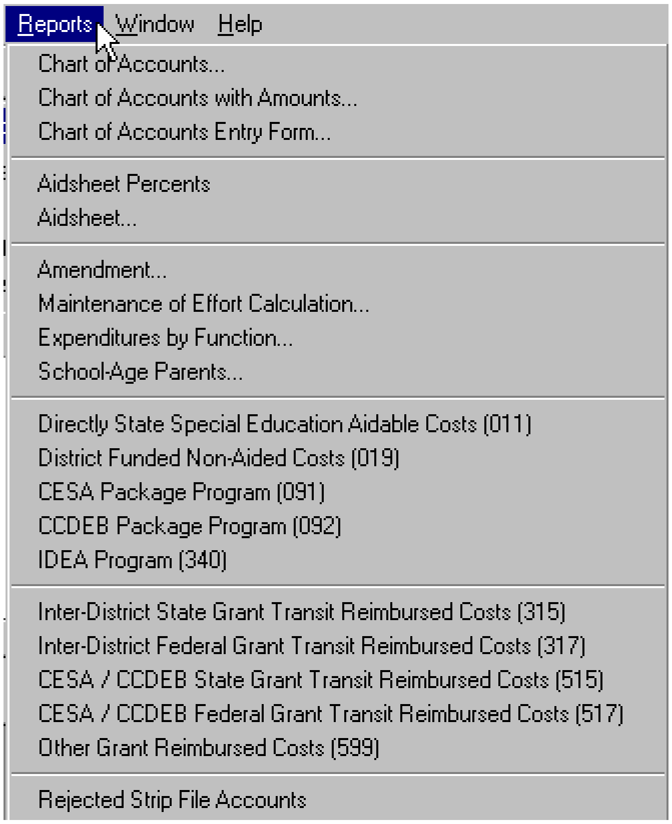
2. **Edit** - The options under Edit vary based on the window showing. Typically they are the options found on the toolbar displayed or as buttons on the window. They are provided here for people who are not using a mouse.



3. **Administrative Options**



4. **Reports**



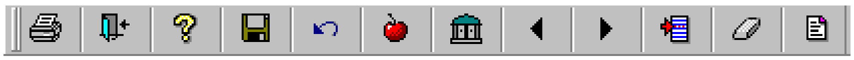
5. **Window**

6. **Help**

***For further explanation of the menus and submenus see other appropriate sections of this document.

The Buttons

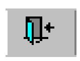
You will see a series of buttons though out the program. The buttons will also be enabled and disabled depending upon what screen you are on and what options are available to you at that time. The buttons available in the new version are as follows:



You will also notice that there is no longer a "save" and a "save and proceed" button. The above buttons are available throughout the program. They are, from left to right: Print**, Exit, Help, Save, Cancel, Validate, Home, Back, and Next.**

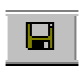
1. **Print** Print the screen you are currently on.

2. **Close** Closes the current window.

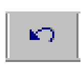


3. **Help** Displays the help contents.

4. **Save** Saves the data of the screen you are currently on.

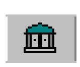


5. **Cancel** Exits without saving. If any data on the screen has changed, a prompt will appear before exiting.



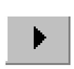
6. **Validate** Runs your current data through the Validation routine and produces an error report.

7. **Home** Returns you to the Home Window for the report you are currently working on.

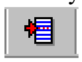


8. **Back** Takes you back one window.

9. **Next** Saves your data and sends you forward one window.

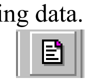


10. **Add** This will allow you to add a line item to the current window.



11. **Delete** Will delete a line item from the current window.

12. **Details** If the cursor is on an account with supporting detail, clicking this will cause a pop up to appear with the supporting data.



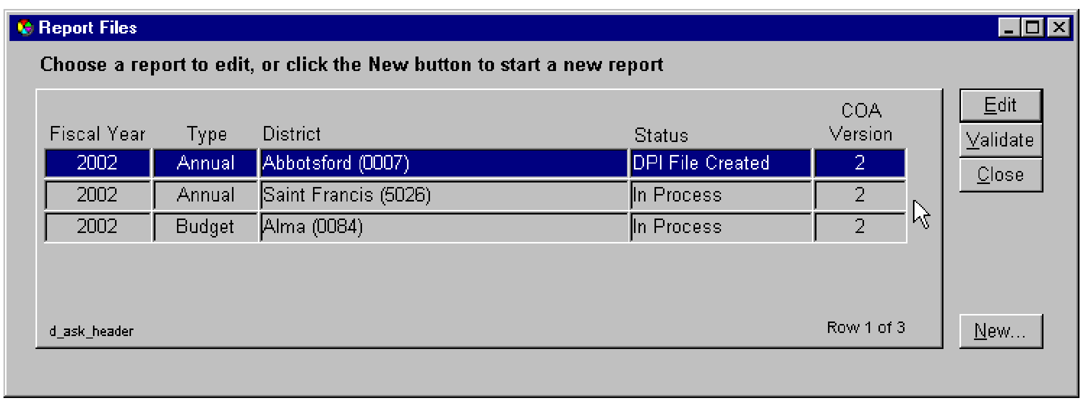
Entering Data

There are several ways to enter data into the program. The following instructions lead you through the entering of new data or importing data from a District Data File (vendor strip file).

Entering Annual / Budget data

To **enter new** Annual or Budget data follow these steps: (**Two methods**)

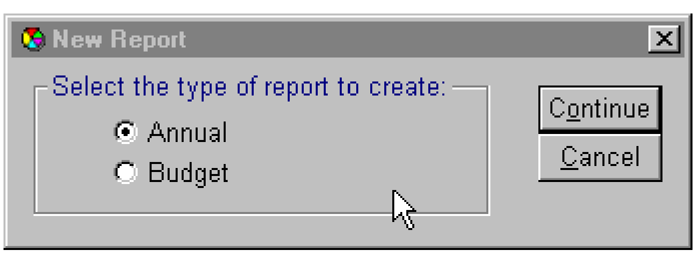
1. Click the **New…** button on the opening screen.



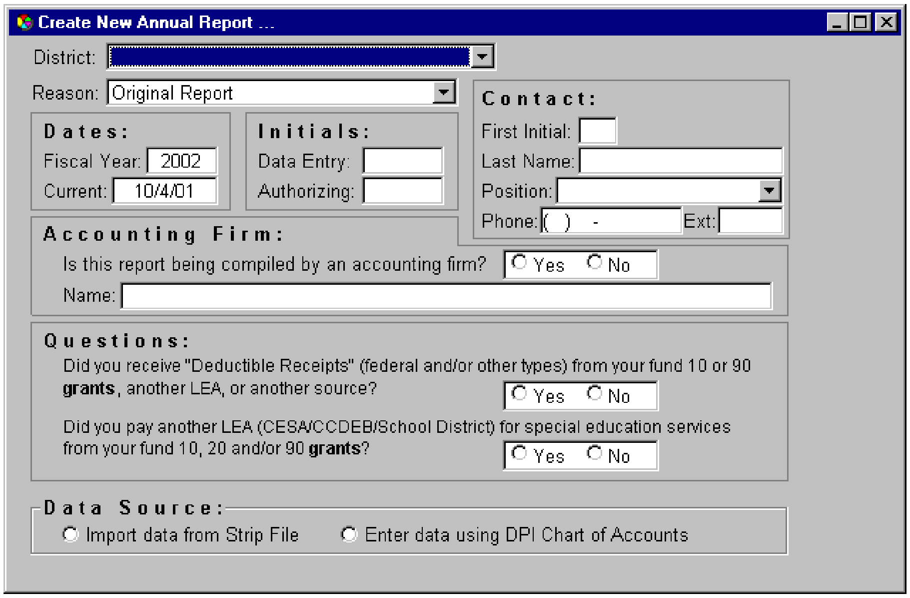
OR

2. From the Menu choose **File**, **New**.

3. Either way you will be prompted for which type of report. Choose the appropriate report and press the **OK** button.



4. The Create New Report screen will be displayed as follows:



5. Fill in the information using the tab key or the mouse to move from field to field. All information except the Ext. is required. If you answer **No** to the Accounting Firm then the Accounting Firm Name is not required. If all required fields are **not** filled in, as you try to move on to the next screen an error like the following will appear indicating which field is missing.

6. Please see the section later on in this document for the windows you will encounter in this application.

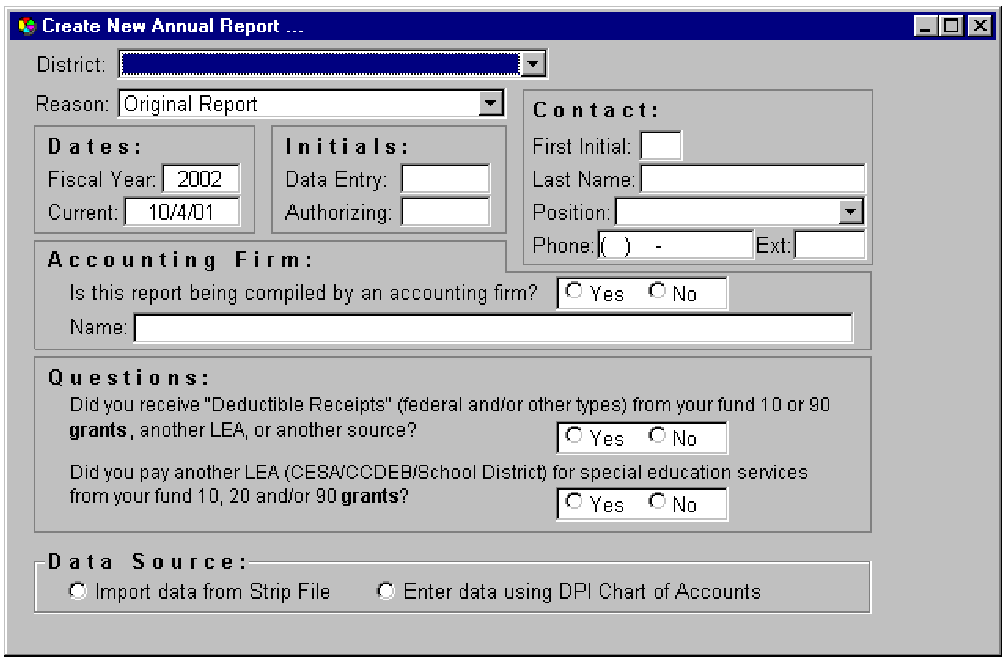
Importing Annual / Budget from a District Data File (Strip File)

If the district is interested in using this feature, they should contact their fiscal accounting software vendor as to data file availability. Use of this feature will require the vendor to have a program that provides appropriate account "roll-ups" to consolidate data as required by the *Fiscal Reporting Program.* It requires that account numbers contain project codes. Please see Appendix A of this document for file layouts.

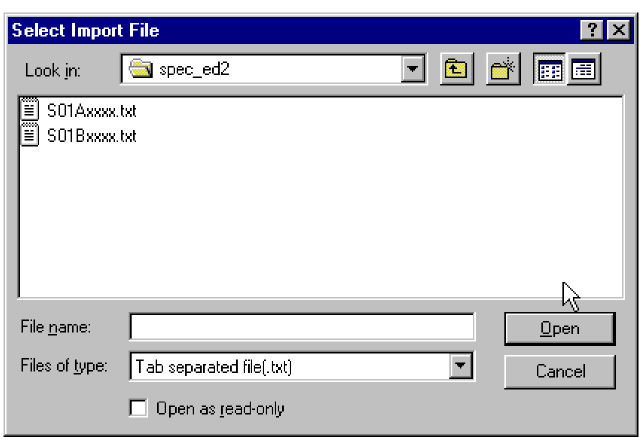
To **import** Annual or Budget data from a District Data File (Strip File) follow these steps:

***NOTE:** The import file must be a .txt file. See Appendix A file layouts.

1. Choose File, New, and then either Annual or Budget depending on what you wish to enter.
2. The Create New Annual (or Budget) Report window will be displayed as follows:



3. Fill out the information. Make sure the Data Source radio button for ***Import data from Strip File*** is selected.
4. Press the Next button or the Save button.
5. The Select Import File screen will be displayed prompting you for the file you would like to import.

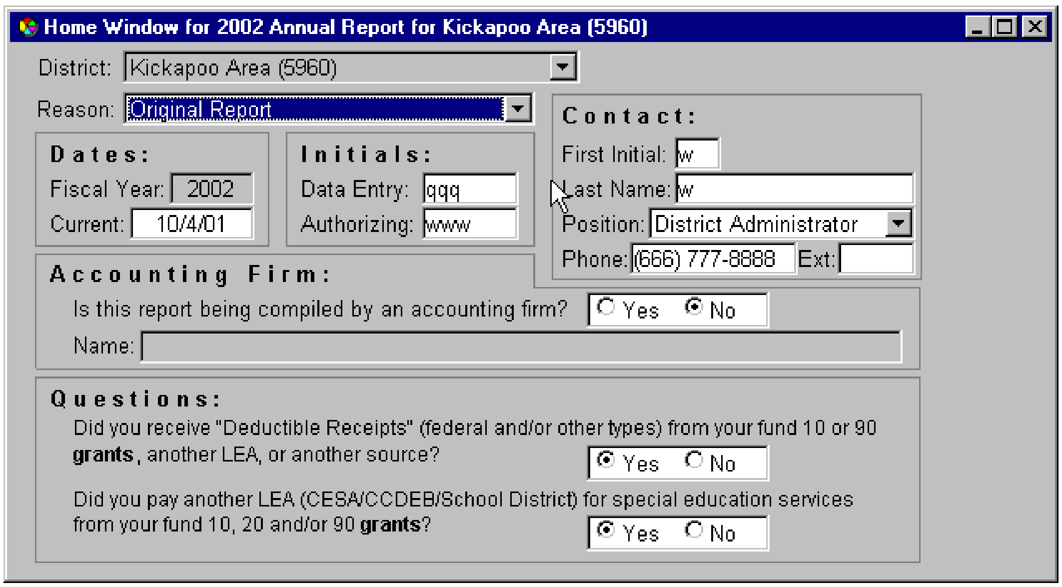


6. Select the text file you wish to import and press the open button.
7. You will be prompted with a verification dialog box. Answer Yes if you have selected the correct file or answer No if you selected the incorrect file.
8. If you answer Yes, the data will be imported. This could take several minutes, please be patient.
9. If you answer No you will be returned to the Create New Report window.
10. If you import a Vendor File, please be sure to check the Rejected Strip File Report to make sure all your data was brought in as you expected. The Rejected Strip File Report is on the report pull down menu. If your data was not brought in as expected please make sure the data was coded correctly in you accounting software. If you still believe there to be a problem, please contact Dennis Hanson at 608 267-9212.

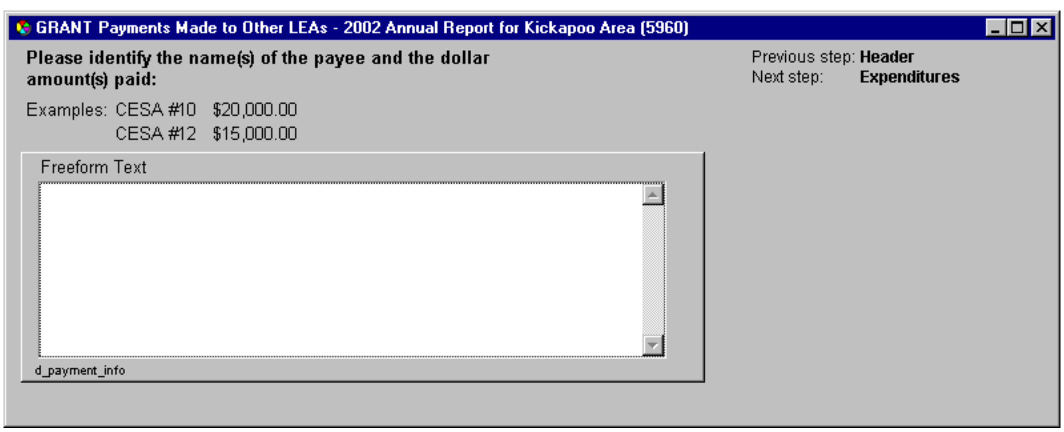
Window Explanation

As you navigate through the new version of this program you will encounter windows that are similar to those that were in the old version and also brand new windows. Below are screen prints of possible windows you may encounter and a brief explanation of each.

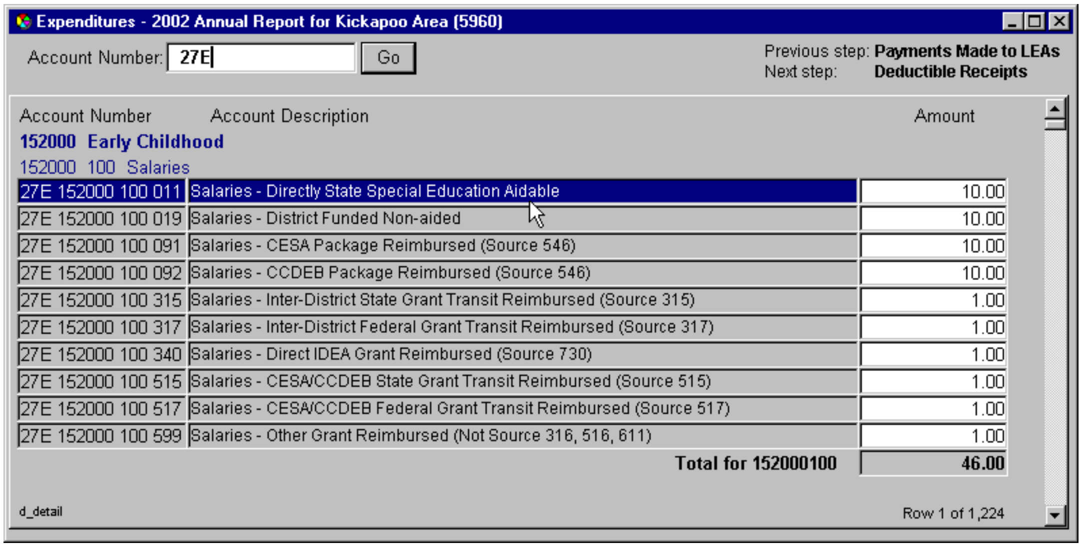
Home Window - The Home Window for the Report you are currently completing is the 'header' information from the old version. It contains school district name, contact information and questions regarding deductible receipts and paying another Local Education Agency (LEA).



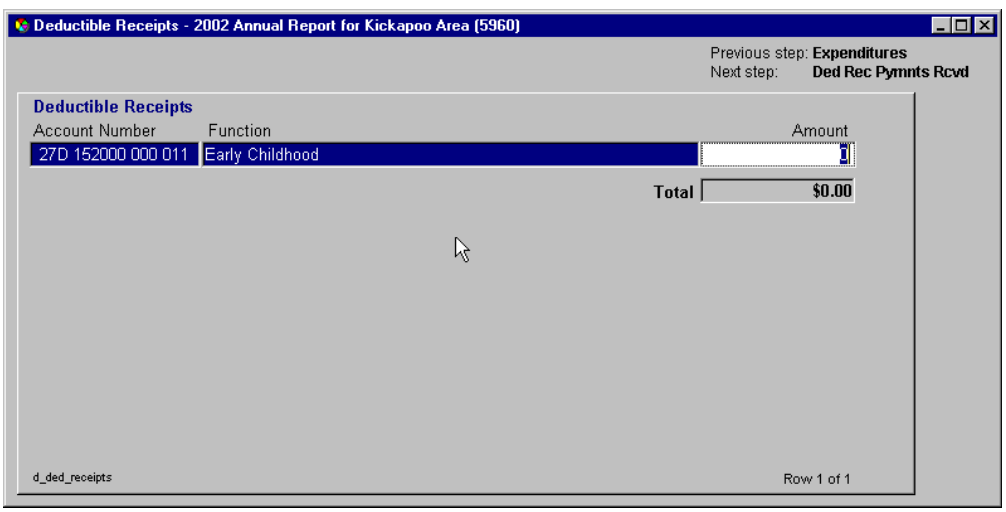
Grant Payments Made to Other LEAs Window - This window is used to identify the LEAs that were paid and how much they were paid. The example shows how to enter this information.



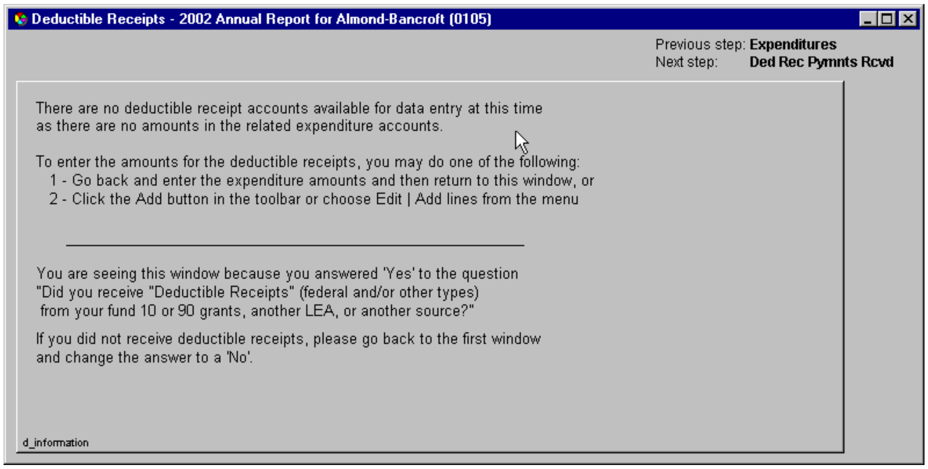
Expenditures Window - The Expenditures window is used to enter all expenditures related to special education. Please note the new "Go" feature. It allows you to type in an account number and press the go button and it will take you directly to that account number, if it exists.



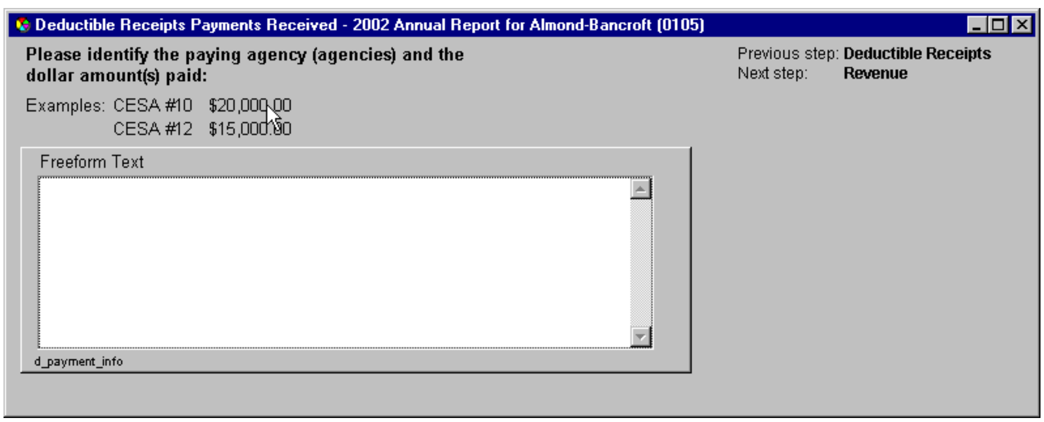
Deductible Receipts Window - Enter all deductible receipts in this window. This window will come prepopulated with any deductible line that matches an expenditure line. If you answered yes to the deductible receipts question but did not put dollar amounts in any expenditure lines with corresponding deductible receipts, this window will be empty (see next window).



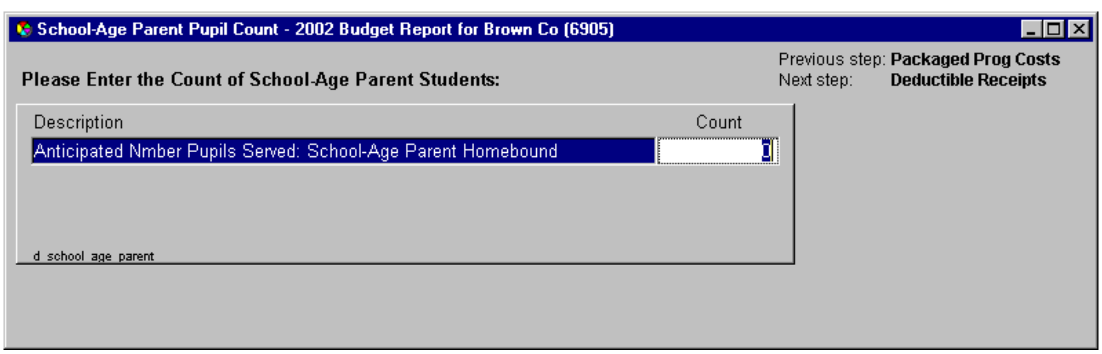
Empty Deductible Receipts Window - see instructions on screen for adding lines.



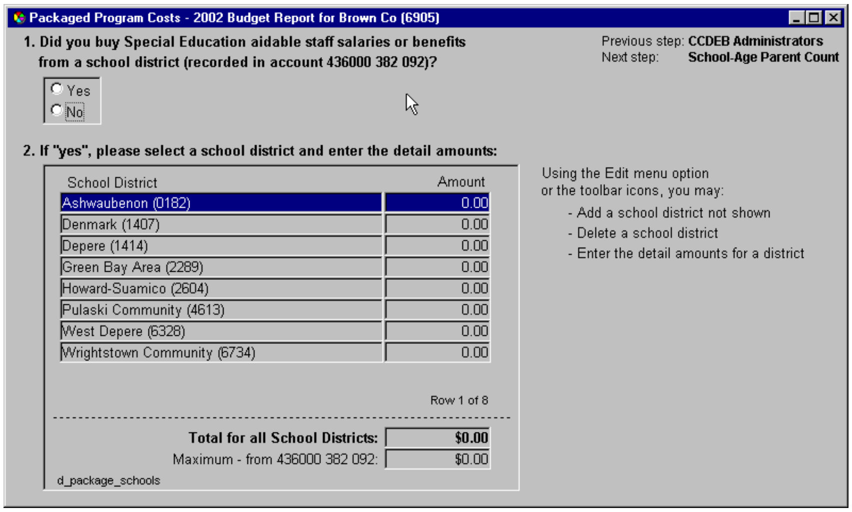
Deductible Receipts Payment Window - This is where you identify any agency that paid you and the dollar amount. This is a freeform text window, see the example for how to enter this information.



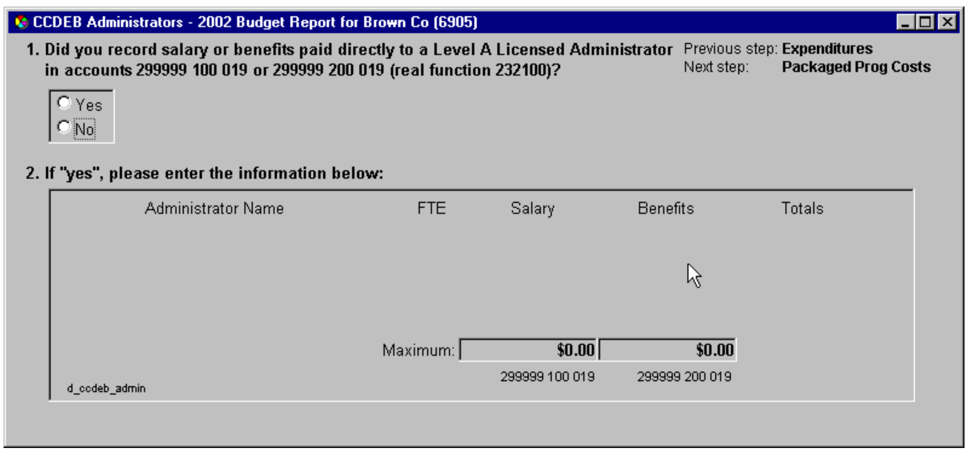
School Age Parent Window - This is where you identify the School Age Parent Count



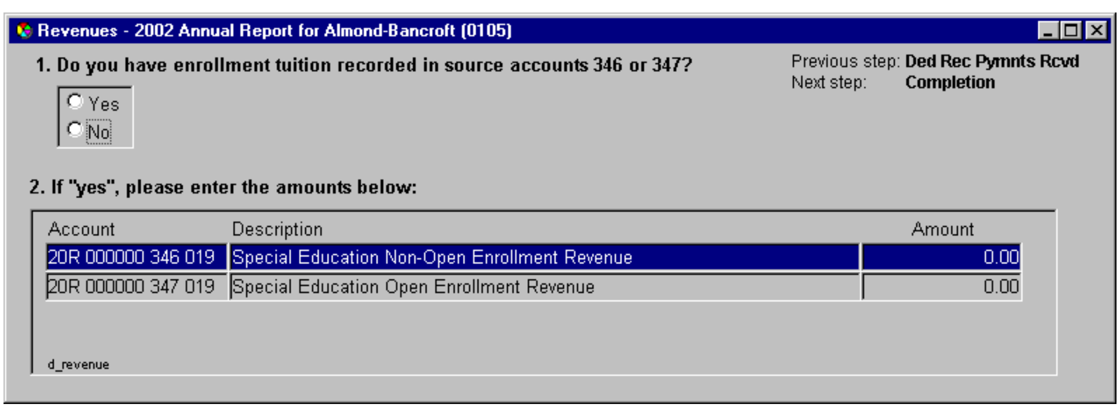
Package Costs Window - This window is for CESAs and CCDEBs only. It allows the package costs to be entered.



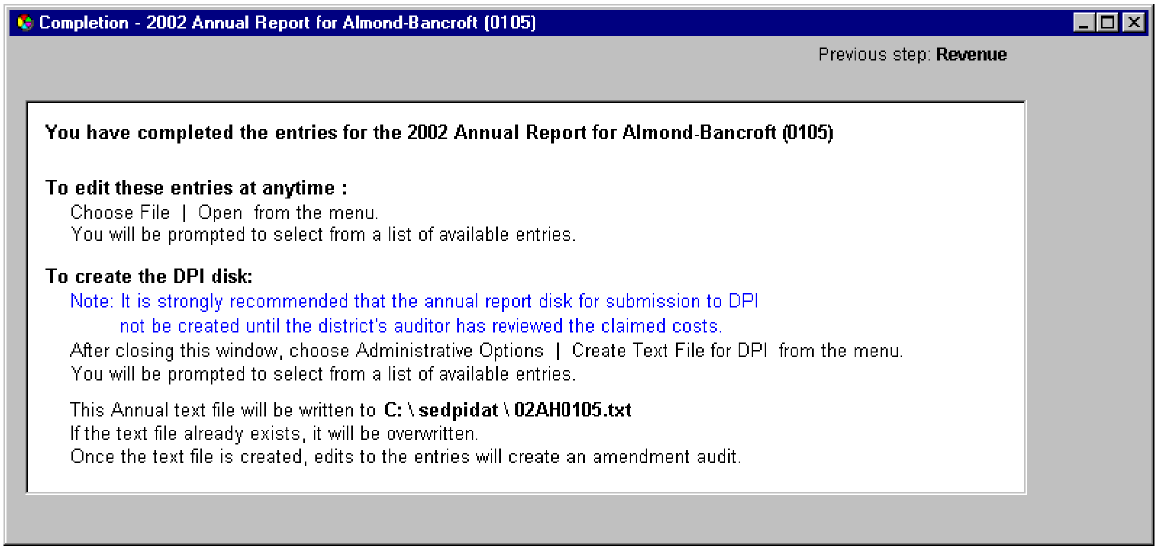
CCDEB Admin Window - This window is for CCDEBs only. Please read the questions and answer appropriately.



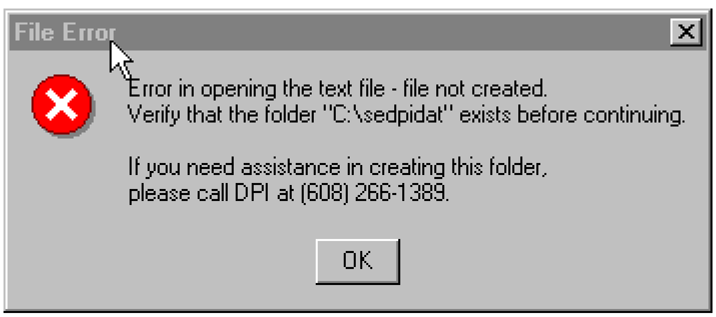
Revenues Window - In the revenues window, answer yes or no to question one. If you answer yes, fill in the correct amounts in question two.



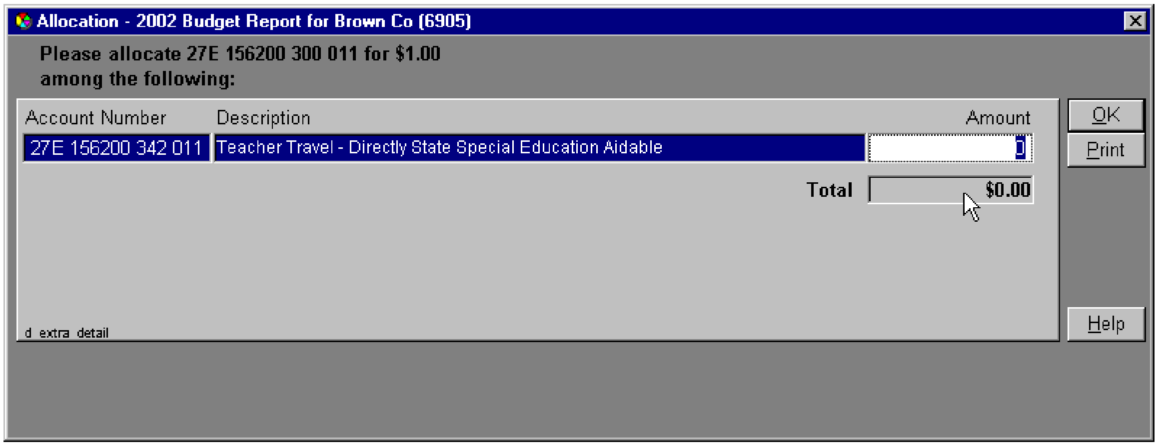
Completion Window - This window indicates that you have been through all data entry windows for the report you have been working on. There may still be errors in the data. You may want to click the validation button at this time to see the status. You are not complete until all errors have been corrected. If the report has no errors you can create the text file and send it to DPI. We strongly recommend that before submitting your data to dpi you have it reviewed by your auditor.

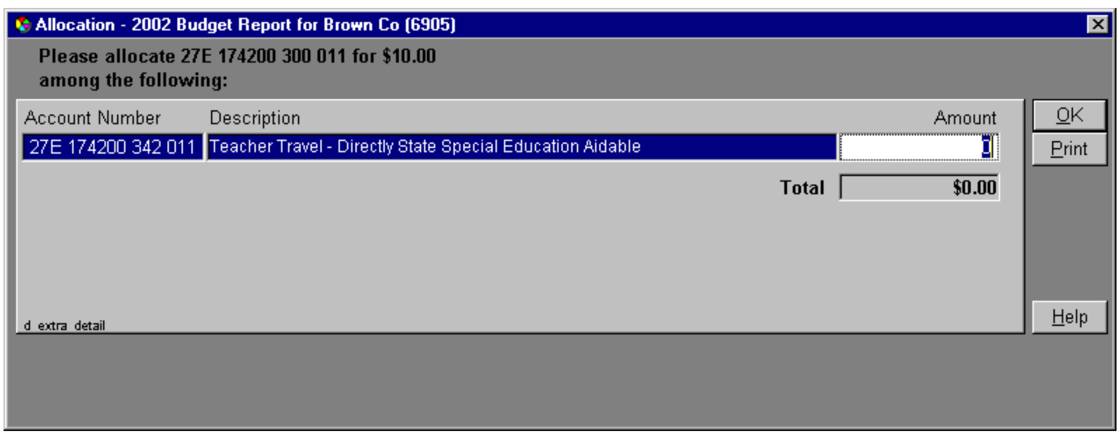


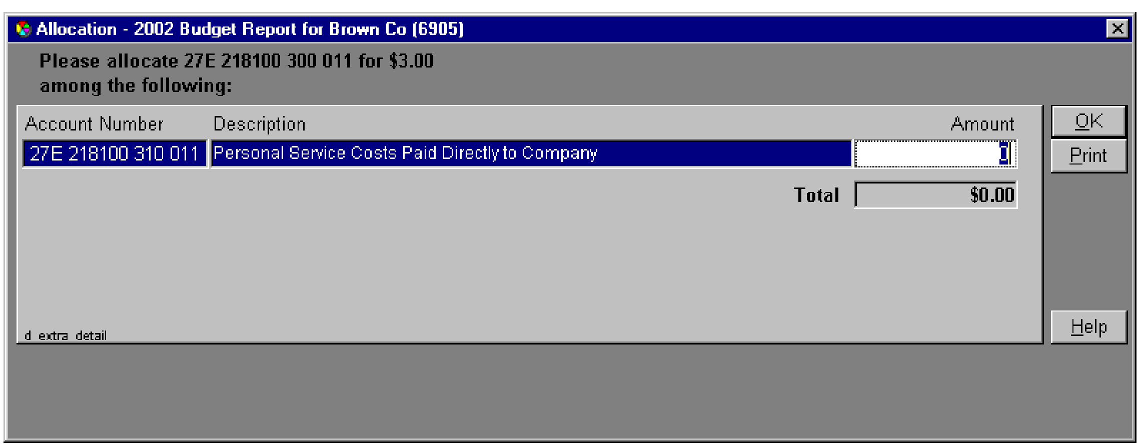
Also **note** that the text file will be written to **C:\sedpidat**. If you receive the File Error window below, then the sedpidat folder does not exist. Create it at C:\ and try again.

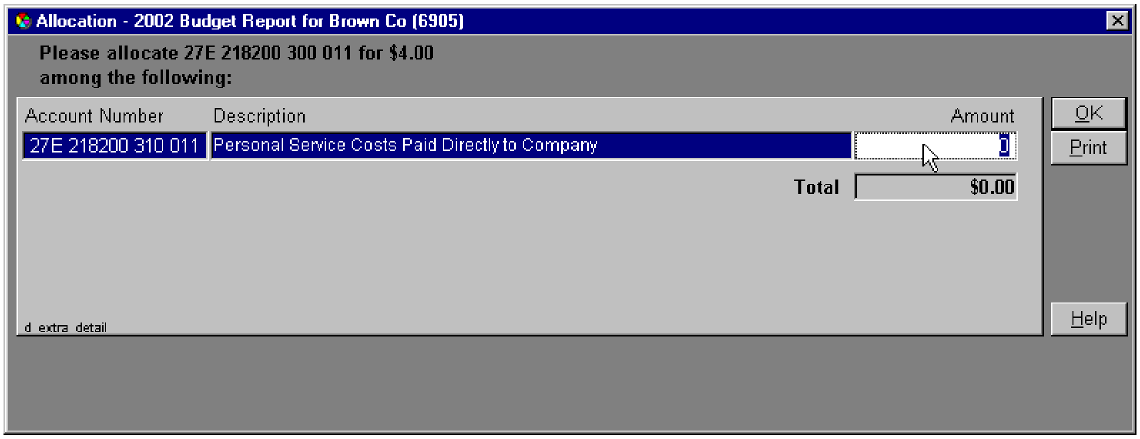


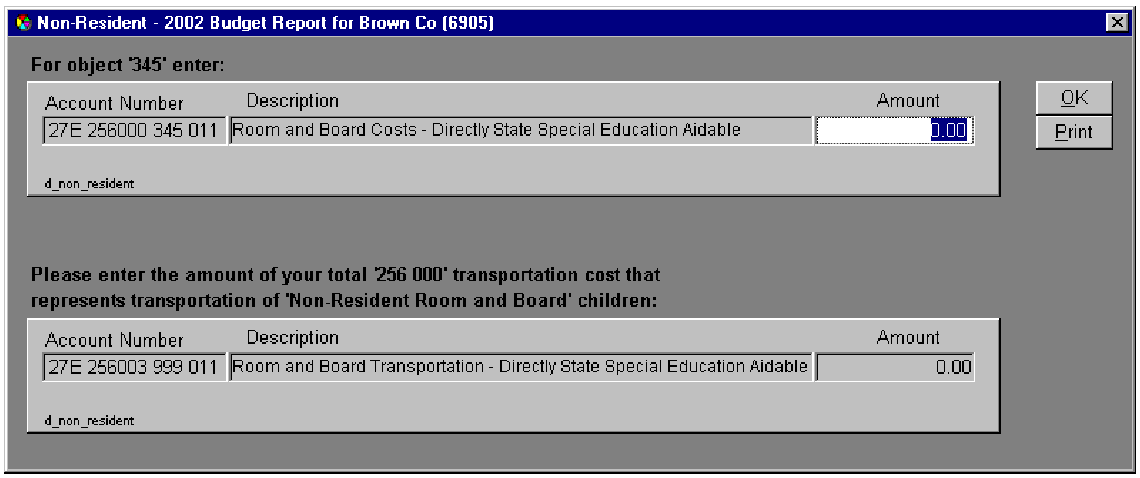
Pop-Up Detail Windows - There are many different pop up windows that can be displayed throughout this program. On the expenditure window, any account with *** behind the amount will have supporting detail. Any account with supporting detail will have a pop up window. Most pop up windows require allocation of dollar amounts to multiple lines. You will be warned if you are under or over the allocated dollar amount. You will be allowed to exit out of this window but this type of error will be caught in the validation routine and you will NOT be able to create the text file until you correct it. There are some pop-up windows that just indicate that further information will need to be provided to someone at the department. There is and example on page 28. Please provide the additional information as necessary.

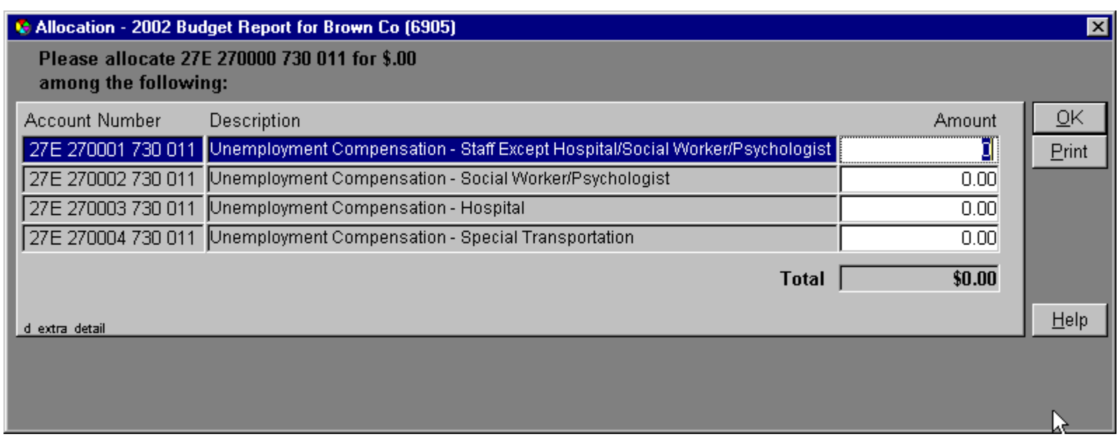


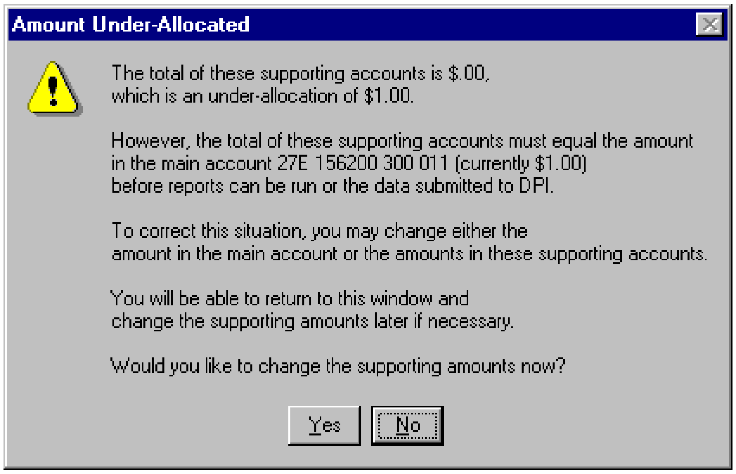


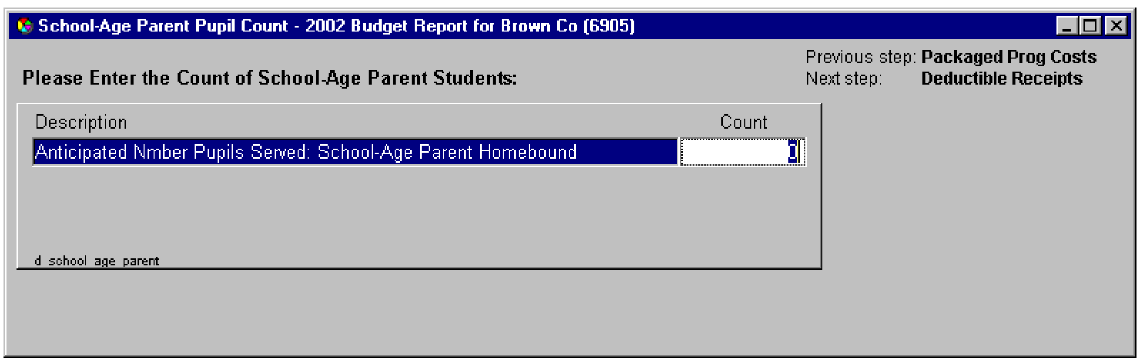



Allocation - 2002 Budget Report for Brown Co (6905)
Please allocate 27E 218200 300 011 for $4.00
among the following:
Account Number
Description
Amount
27E 218200 310 011
Personal Service Costs Paid Directly to Company
0
Total
$0.00
d_extra_detail
OK
Print
Help


Non-Resident - 2002 Budget Report for Brown Co (6905)
For object '345' enter:
Account Number
Description
Amount
27E 256000 345 011
Room and Board Costs - Directly State Special Education Aidable
0.00
d_non_resident
OK
Print
Please enter the amount of your total '256 000' transportation cost that
represents transportation of 'Non-Resident Room and Board' children:
Account Number
Description
Amount
27E 256003 999 011
Room and Board Transportation - Directly State Special Education Aidable
0.00
d_non_resident


Allocation - 2002 Budget Report for Brown Co (6905)
Please allocate 27E 270000 730 011 for $.00
among the following:
Account Number
Description
Amount
27E 270001 730 011
Unemployment Compensation - Staff Except Hospital/Social Worker/Psychologist
0
27E 270002 730 011
Unemployment Compensation - Social Worker/Psychologist
0.00
27E 270003 730 011
Unemployment Compensation - Hospital
0.00
27E 270004 730 011
Unemployment Compensation - Special Transportation
0.00
Total
$0.00
d_extra_detail
OK
Print
Help


Amount Under-Allocated
The total of these supporting accounts is $.00,
which is an under-allocation of $1.00.
However, the total of these supporting accounts must equal the amount
in the main account 27E 156200 300 011 (currently $1.00)
before reports can be run or the data submitted to DPI.
To correct this situation, you may change either the
amount in the main account or the amounts in these supporting accounts.
You will be able to return to this window and
change the supporting amounts later if necessary.
Would you like to change the supporting amounts now?
Yes
No


School-Age Parent Pupil Count - 2002 Budget Report for Brown Co (6905)
Previous step: Packaged Prog Costs
Next step: Deductible Receipts
Please Enter the Count of School-Age Parent Students:
Description
Count
Anticipated Nmber Pupils Served: School-Age Parent Homebound
d_school_age_parent

Creating Files

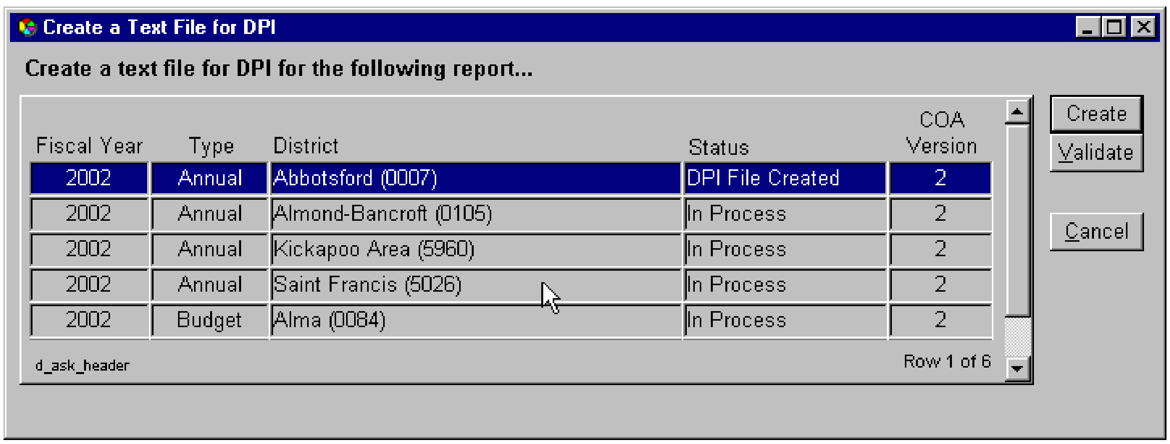
The following instructions lead you through creating the text file for DPI and creating a text file of the chart of accounts for a vendor.

******IT IS STRONGLY** recommended that the annual report disk for submission to DPI **NOT** be created until the district's auditor has reviewed the claimed costs. Typically, a second, corrected disk cannot be sent.

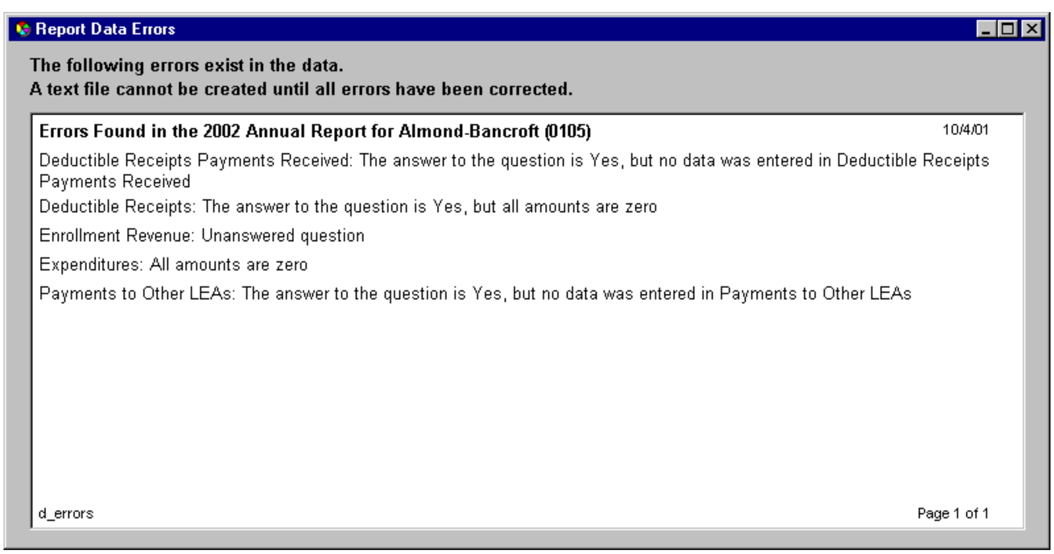
Creating Text File for DPI

To create the **text file for DPI** follow these steps:

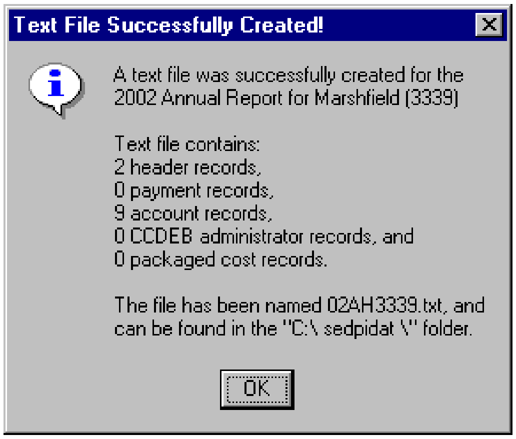
1. Select Administrative Options,
2. Select Create Text File for DPI
3. The following Create a Text File for DPI window will be displayed:



4. Click the row you wish to create the file for and press the Create button.
5. The first thing that happens is that the **Validate Routine** is run. If there are any errors detected, the following Report Data Errors window will be displayed and you will need to fix all errors before you will be allowed to create the text file. Print this report, fix the errors and try again. If you have questions on how to correct the errors, please call Bev Kraus at 608-266-1089 or Dennis Hanson at 608-267-9212.



6. If you made it through the validate routine without error the following window will appear.

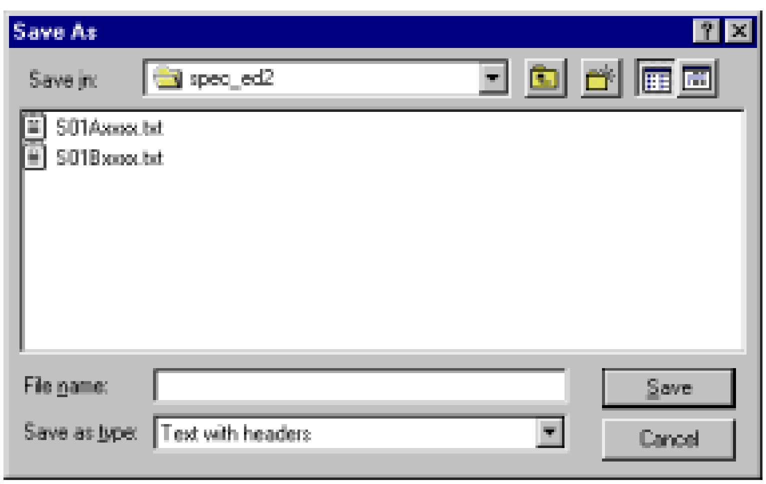


7. This indicates that the text file was created. **NOTE:** The file name and path are on this screen, please make note so you know where to find the file.
8. Press the OK button.
9. The created file will be saved in the directory ***C:\sedpidat***. Using your computer's copy command, copy this file to a diskette, attach a label (use DPI provided label if available) and mail to School Financial Services at the DPI, **OR** attach it to an email and send it to the department. Email addresses are either Beverly.Kraus@dpi.state.wi.us **OR** dpifin@dpi.state.wi.us.

Creating Chart of Accounts Text File for vendor

To create a **chart of accounts text file of the for a vendor** follow these steps:

1. Select Administrative Options.
2. Select Create Chart of Accts Text File
3. The following will be displayed:

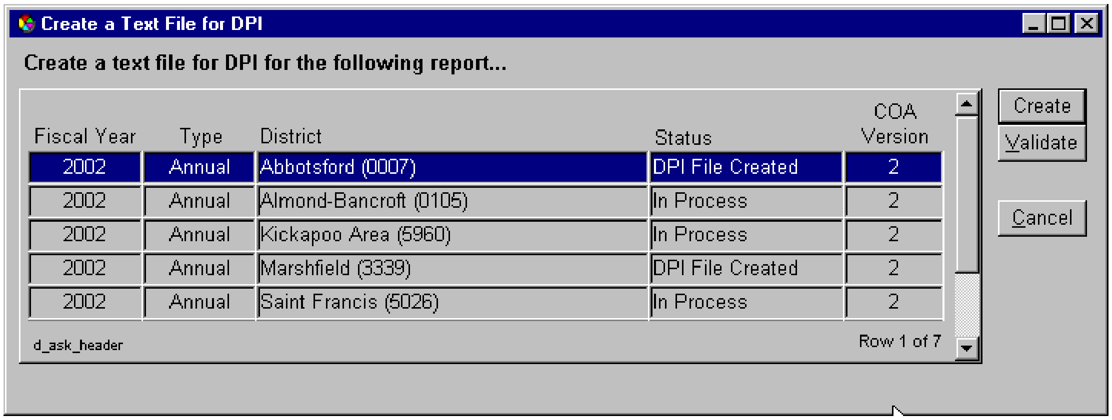


4. Choose the directory, enter a file name, and change the *Save as type* will default to "Text with header". Press the Save button.
5. The file will automatically be created. You will **NOT** be prompted again.

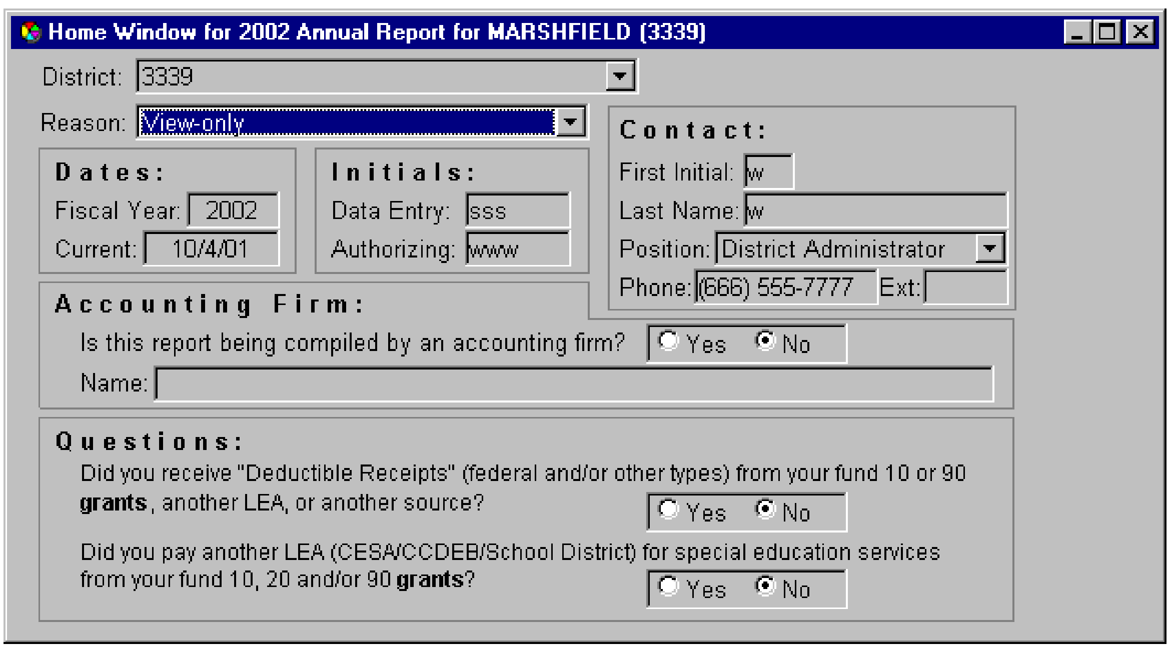
Amendment Process

To amend the **text file for DPI** the amendment process must be done. Complete the following steps:

1. Select File.
2. Select Open. The following screen will appear.



3. As you can see under the Status column the report for 2001 Annual for Abbotsford states, **DPI File Created**. If you press the Edit button here for Abbottsford, the Home Window will be displayed and the data is in **read-only**. You can navigate through the screens looking at the data. You will not be able to change any data at this point.



4. If you need to edit your data and submit an amendment, drop the **Reason** box down and choose District Revision. When you do that, the data will become read/write and the amendment number will appear in the upper right corner and also in the window title bar.
5. Proceed to make the necessary changes. When you are finished print the Amendment Report and send it to the department. (See the reports section of this document for instructions to display the Amendment Report).

Reports

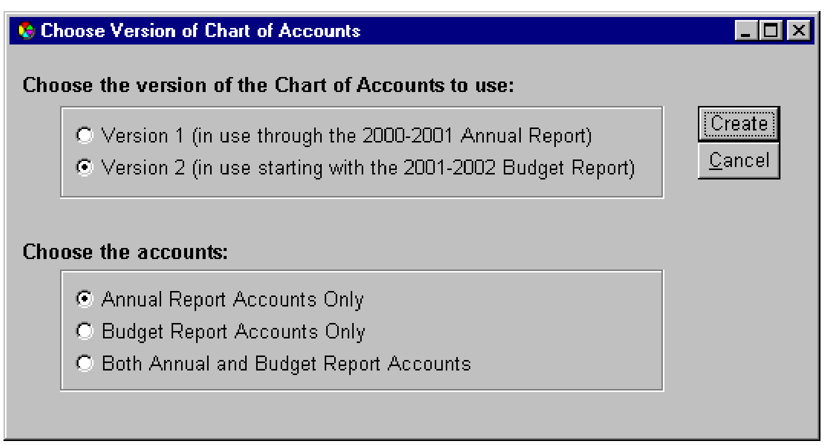
There are several different reports for your use that you can create from this program. They are:

- Chart of Accounts…
- Chart of Accounts with Amounts…
- Chart of Accounts Entry Form…
- Aidsheet Percents
- Aidsheet…
- Amendment…
- Maintenance of Effort Calculation…
- Expenditures by Function…
- School-Age Parents…
- Directly State Special Education Aidable Costs (011)
- District Funded Non-Aided Costs (019)
- CESA Package Program (091)
- CCDEB Package Program (092)
- IDEA Program (340)
- Inter-District State Grant Transit Reimbursed Cost (315)
- Inter-District Federal Grant Transit Reimbursed Cost (317)
- CESA / CCDEB State Grant Transit Reimbursed Cost (515)
- CESA / CCDEB Federal Grant Transit Reimbursed Cost (517)
- Other Grant Reimbursed Costs (599)
- Rejected Strip File Accounts

The following instructions lead you through the creations of these reports using this program. Any time you are asked to enter the fiscal year, type it as follows: for 1998-99 fiscal year type 1999; for fiscal year 1999-2000, type 2000. Please note when you see a scroll bar either along the bottom or the side of the screen use it to view all portions of the report.

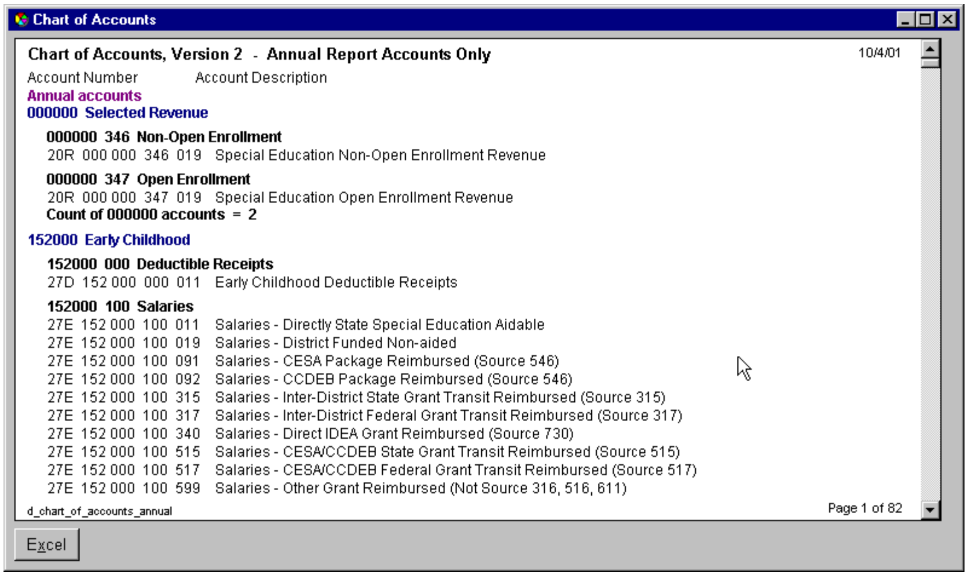
Chart of Accounts Report

1. Select Reports.
2. Select Chart of Accounts. You will be prompted with the following window.



3. Choose which version you would like to see.
4. Choose Annual, Budget or Both.
5. Press the Create button.

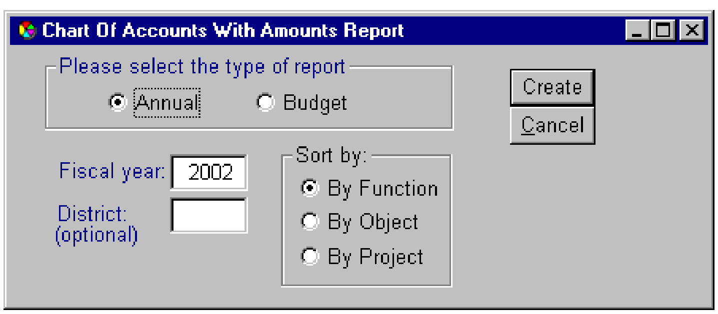
6. The appropriate report will be displayed. It will appear as follows:



7. Take notice of the Excel button in the lower left corner. This button will appear in a number of places. Pressing that button will copy the entire report to an Excel spreadsheet for you to manipulate as you wish.
8. This is the listing of the Chart of accounts. If you wish to print this, press the print button or choose File, Print.
9. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Chart of Accounts with Amounts Report

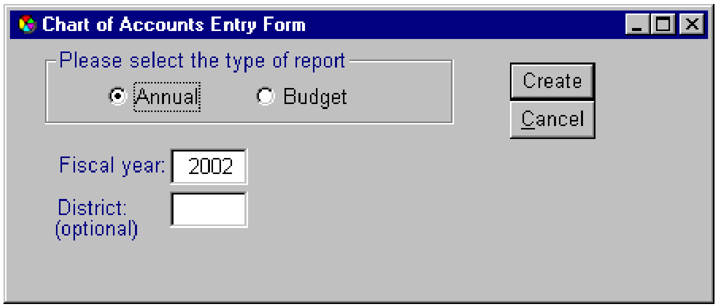
1. Select Reports.
2. Select Chart of Accounts with Amounts. The following will be displayed:



3. Choose either Annual or Budget.
4. Fill in the Fiscal Year.
5. Fill in the District (if more than one district is included in your database).
6. Choose your sort order and press the Create button.
7. The report will be displayed.
8. This is the Chart of Accounts with Amounts. If you wish to print this, press the print button or choose File, Print.
9. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Chart of Accounts Entry Form Report

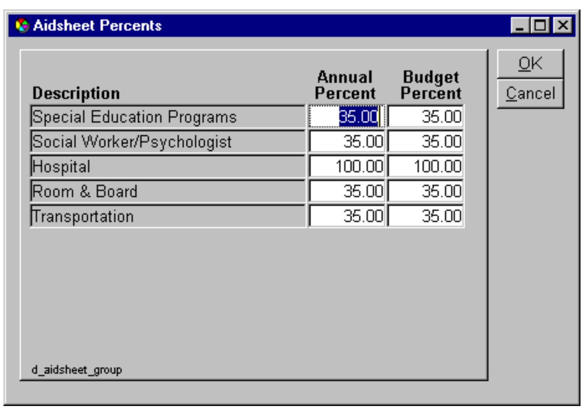
1. Select Reports.
2. Select Chart of Accounts Entry Form. The following will be displayed:



3. Choose either Annual or Budget.
4. Fill in the Fiscal Year.
5. Fill in the District (if more than one district is included in your database).
6. Press the Create button.
7. The report will be displayed.
8. This is the Chart of Accounts Entry Form. If you wish to print this, press the print button or choose File, Print.
9. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Update Aidsheet Percents

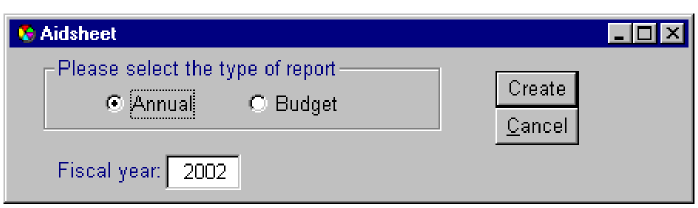
1. Select Reports.
2. Select Aidsheets Percent. The following will be displayed:



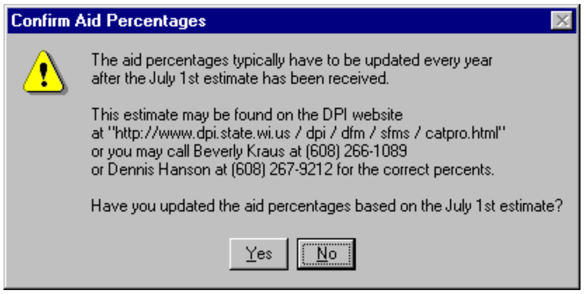
3. Enter the new percentages and press OK button.

Aidsheet Report

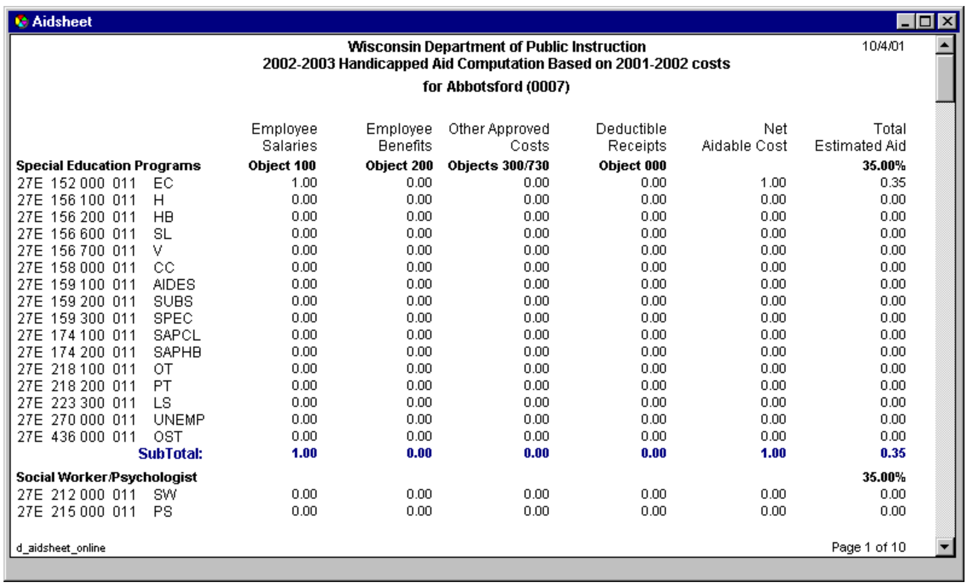
1. Select Reports,
2. Select Aidsheet. The following will be displayed:



3. Select either Annual or Budget.
4. Fill in the fiscal year and press the Create button. The following will be displayed:



5. This is just a reminder that percentages change so you should make sure you have updated percentages when running this report. Answer yes if you have correct percentages or answer no if you do not.
6. If you answer yes, the Aidsheet Report will be displayed. If you wish to print this, press the print button or choose File, Print.


Aidsheet

Wisconsin Department of Public Instruction
2002-2003 Handicapped Aid Computation Based on 2001-2002 costs
for Abbotsford (0007)

10/4/01

	Employee Salaries	Employee Benefits	Other Approved Costs	Deductible Receipts	Net Aidable Cost	Total Estimated Aid
Special Education Programs	**Object 100**	**Object 200**	**Objects 300/730**	**Object 000**		**35.00%**
27E 152 000 011 EC	1.00	0.00	0.00	0.00	1.00	0.35
27E 156 100 011 H	0.00	0.00	0.00	0.00	0.00	0.00
27E 156 200 011 HB	0.00	0.00	0.00	0.00	0.00	0.00
27E 156 600 011 SL	0.00	0.00	0.00	0.00	0.00	0.00
27E 156 700 011 V	0.00	0.00	0.00	0.00	0.00	0.00
27E 158 000 011 CC	0.00	0.00	0.00	0.00	0.00	0.00
27E 159 100 011 AIDES	0.00	0.00	0.00	0.00	0.00	0.00
27E 159 200 011 SUBS	0.00	0.00	0.00	0.00	0.00	0.00
27E 159 300 011 SPEC	0.00	0.00	0.00	0.00	0.00	0.00
27E 174 100 011 SAPCL	0.00	0.00	0.00	0.00	0.00	0.00
27E 174 200 011 SAPHB	0.00	0.00	0.00	0.00	0.00	0.00
27E 218 100 011 OT	0.00	0.00	0.00	0.00	0.00	0.00
27E 218 200 011 PT	0.00	0.00	0.00	0.00	0.00	0.00
27E 223 300 011 LS	0.00	0.00	0.00	0.00	0.00	0.00
27E 270 000 011 UNEMP	0.00	0.00	0.00	0.00	0.00	0.00
27E 436 000 011 OST	0.00	0.00	0.00	0.00	0.00	0.00
SubTotal:	**1.00**	**0.00**	**0.00**	**0.00**	**1.00**	**0.35**
Social Worker/Psychologist						**35.00%**
27E 212 000 011 SW	0.00	0.00	0.00	0.00	0.00	0.00
27E 215 000 011 PS	0.00	0.00	0.00	0.00	0.00	0.00

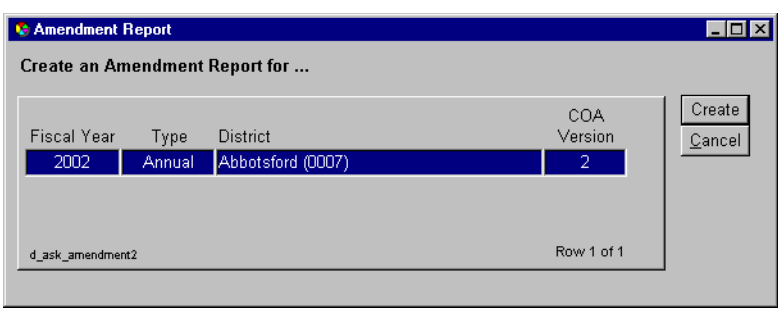
d_aidsheet_online

Page 1 of 10

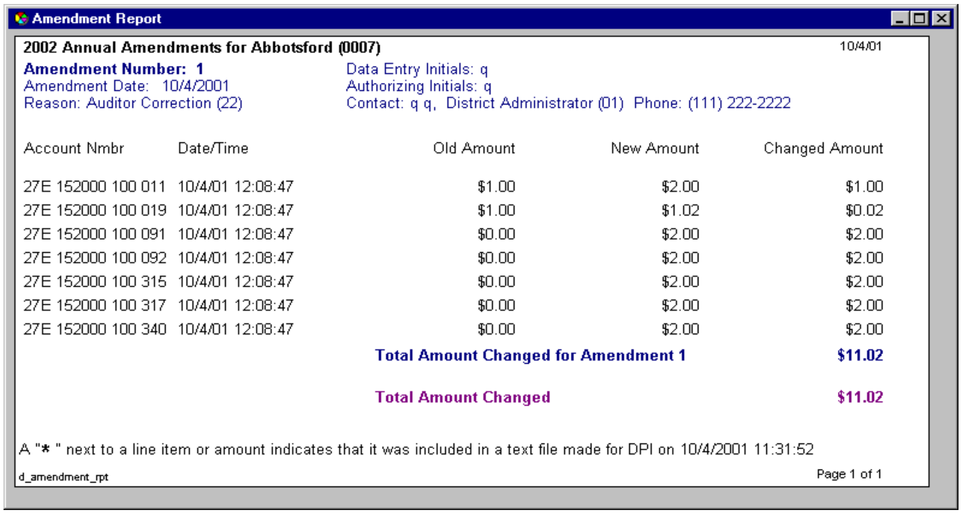
7. If you answer no, it will prompt you that if you wish to change the percents used in the calculations, refer to the 'Aidsheet Percents' report.
8. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Amendment Report

1. Select Reports.
2. Select Amendment. The following will be displayed:



3. Click on the row you wish to select and choose the Create button.
4. The report will be displayed.


Amendment Report

2002 Annual Amendments for Abbotsford (0007) 10/4/01

Amendment Number: 1 Data Entry Initials: q
Amendment Date: 10/4/2001 Authorizing Initials: q
Reason: Auditor Correction (22) Contact: q q, District Administrator (01) Phone: (111) 222-2222

Account Nmbr	Date/Time	Old Amount	New Amount	Changed Amount
27E 152000 100 011	10/4/01 12:08:47	$1.00	$2.00	$1.00
27E 152000 100 019	10/4/01 12:08:47	$1.00	$1.02	$0.02
27E 152000 100 091	10/4/01 12:08:47	$0.00	$2.00	$2.00
27E 152000 100 092	10/4/01 12:08:47	$0.00	$2.00	$2.00
27E 152000 100 315	10/4/01 12:08:47	$0.00	$2.00	$2.00
27E 152000 100 317	10/4/01 12:08:47	$0.00	$2.00	$2.00
27E 152000 100 340	10/4/01 12:08:47	$0.00	$2.00	$2.00
		Total Amount Changed for Amendment 1		**$11.02**
		Total Amount Changed		**$11.02**

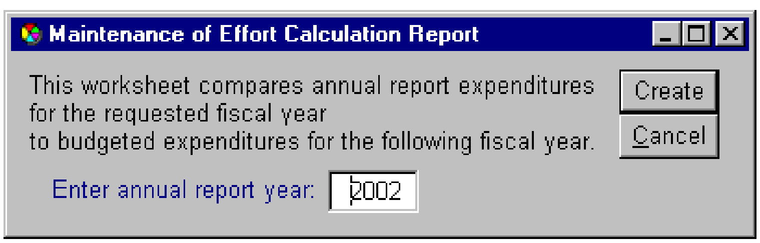
A "* " next to a line item or amount indicates that it was included in a text file made for DPI on 10/4/2001 11:31:52

d_amendment_rpt Page 1 of 1

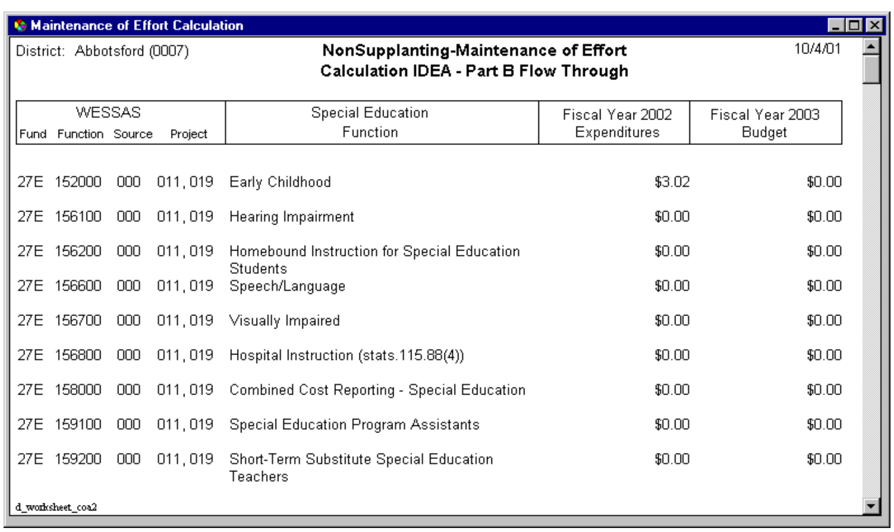
5. This is the Amendment Report. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Maintenance of Effort Report

1. Select Reports.
2. Select Maintenance of Effort Calculation. The following will appear.



3. Fill in the Fiscal Year and press the Create button and the report will be displayed.


Maintenance of Effort Calculation

District: Abbotsford (0007) 10/4/01

NonSupplanting-Maintenance of Effort
Calculation IDEA - Part B Flow Through

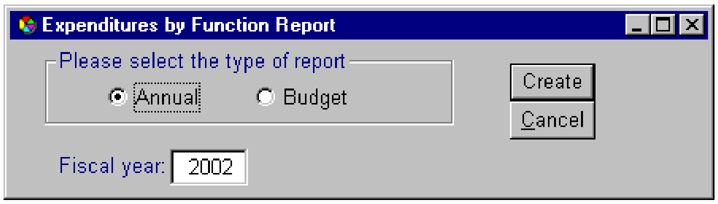
WESSAS Fund	Function	Source	Project	Special Education Function	Fiscal Year 2002 Expenditures	Fiscal Year 2003 Budget
27E	152000	000	011, 019	Early Childhood	$3.02	$0.00
27E	156100	000	011, 019	Hearing Impairment	$0.00	$0.00
27E	156200	000	011, 019	Homebound Instruction for Special Education Students	$0.00	$0.00
27E	156600	000	011, 019	Speech/Language	$0.00	$0.00
27E	156700	000	011, 019	Visually Impaired	$0.00	$0.00
27E	156800	000	011, 019	Hospital Instruction (stats.115.88(4))	$0.00	$0.00
27E	158000	000	011, 019	Combined Cost Reporting - Special Education	$0.00	$0.00
27E	159100	000	011, 019	Special Education Program Assistants	$0.00	$0.00
27E	159200	000	011, 019	Short-Term Substitute Special Education Teachers	$0.00	$0.00

d_worksheet_coa2

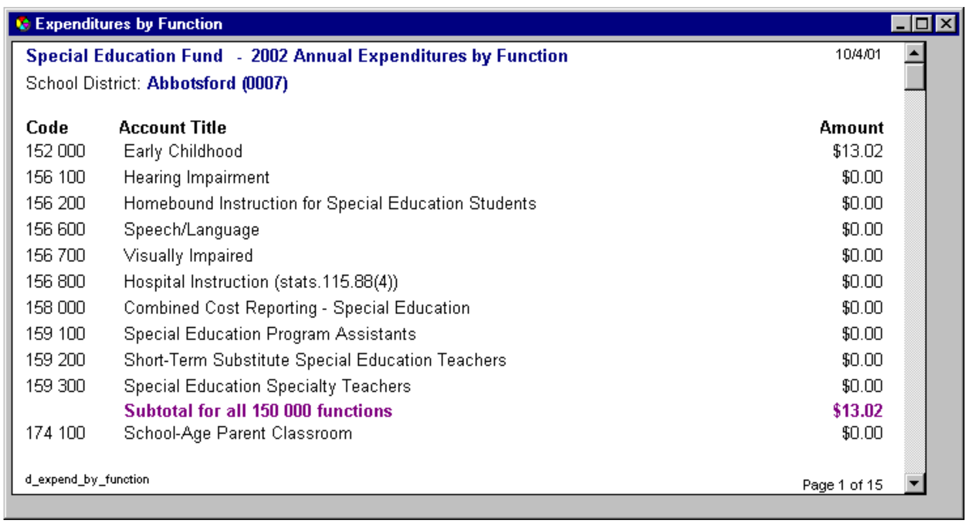
4. This is the Maintenance of Effort report. If you wish to print this, press the print button or choose File, Print.
5. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Expenditures by Function Report

1. Select Reports.
2. Select Expenditures by Function. The following will be displayed.



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



Special Education Fund - 2002 Annual Expenditures by Function 10/4/01

School District: **Abbotsford (0007)**

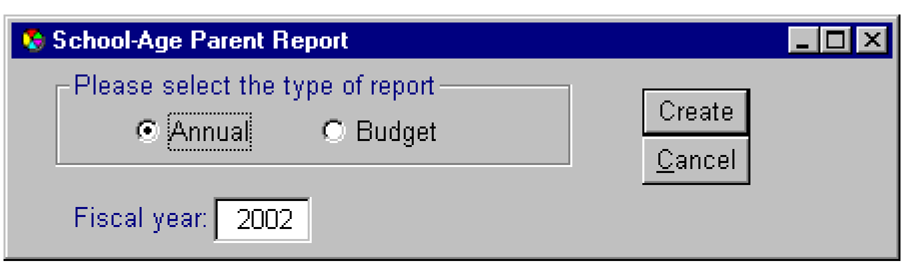
Code	Account Title	Amount
152 000	Early Childhood	$13.02
156 100	Hearing Impairment	$0.00
156 200	Homebound Instruction for Special Education Students	$0.00
156 600	Speech/Language	$0.00
156 700	Visually Impaired	$0.00
156 800	Hospital Instruction (stats.115.88(4))	$0.00
158 000	Combined Cost Reporting - Special Education	$0.00
159 100	Special Education Program Assistants	$0.00
159 200	Short-Term Substitute Special Education Teachers	$0.00
159 300	Special Education Specialty Teachers	$0.00
	Subtotal for all 150 000 functions	**$13.02**
174 100	School-Age Parent Classroom	$0.00

d_expend_by_function Page 1 of 15

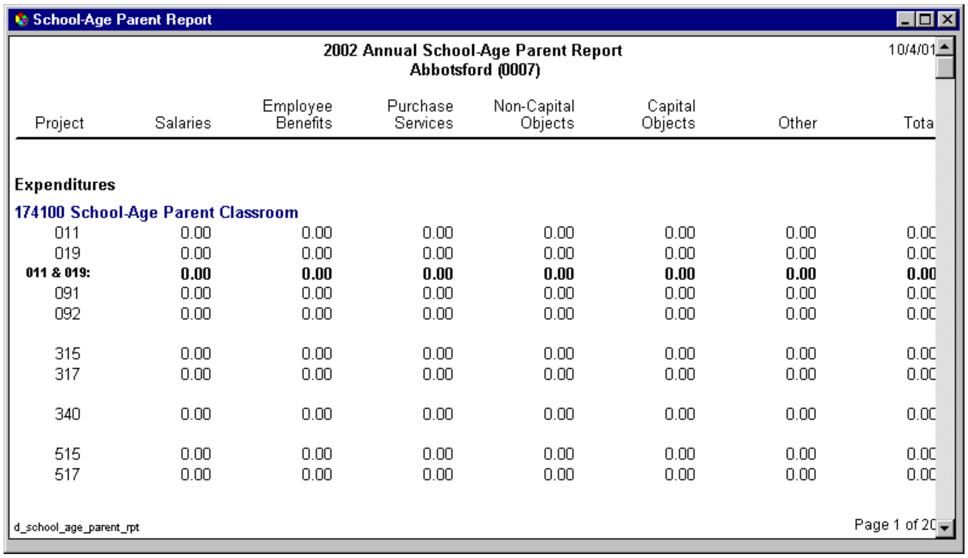
4. This report displays expenditures sorted by function. If you wish to print this, press the print button or choose File, Print.
5. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

School-Age Parents Report

1. Select Reports.
2. Select School-Age Parents. The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.


School-Age Parent Report

2002 Annual School-Age Parent Report
Abbotsford (0007)

10/4/01

Project	Salaries	Employee Benefits	Purchase Services	Non-Capital Objects	Capital Objects	Other	Tota
Expenditures							
174100 School-Age Parent Classroom							
011	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
019	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
011 & 019:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
091	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
092	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
315	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
317	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
340	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
515	0.00	0.00	0.00	0.00	0.00	0.00	0.0C
517	0.00	0.00	0.00	0.00	0.00	0.00	0.0C

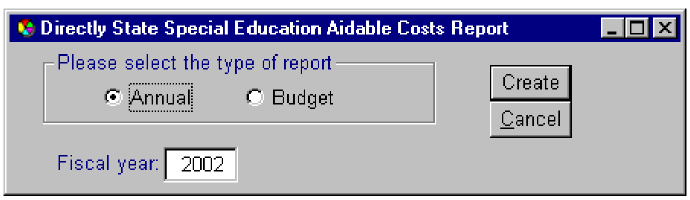
d_school_age_parent_rpt

Page 1 of 2C

4. This is the School-Age Parent report. If you wish to print this, press the print button or choose File, Print.
5. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

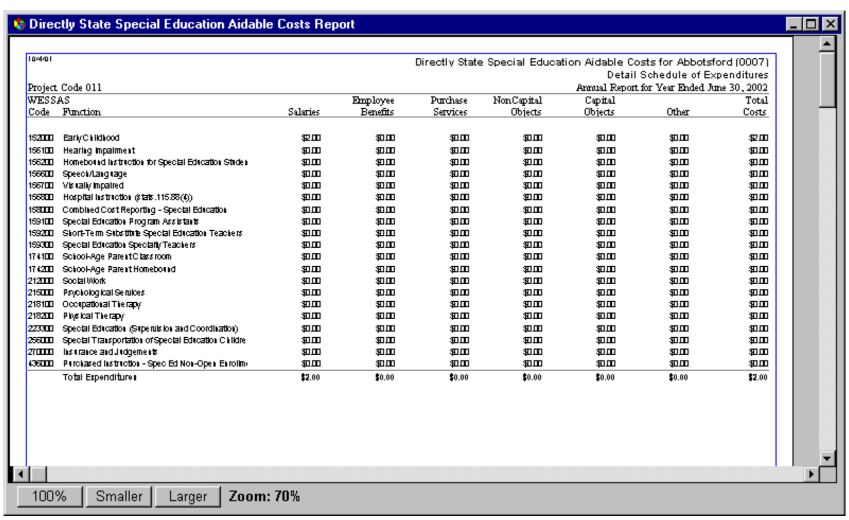
Directly State Special Education Aidable Costs (011) Report

1. Select Reports.
2. Select Directly State Special Education Aidable Costs (011). The following will be displayed:



3.

4. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.


Directly State Special Education Aidable Costs Report

10/4/01

Directly State Special Education Aidable Costs for Abbotsford (0007)
Detail Schedule of Expenditures
Project Code 011
Annual Report for Year Ended June 30, 2002

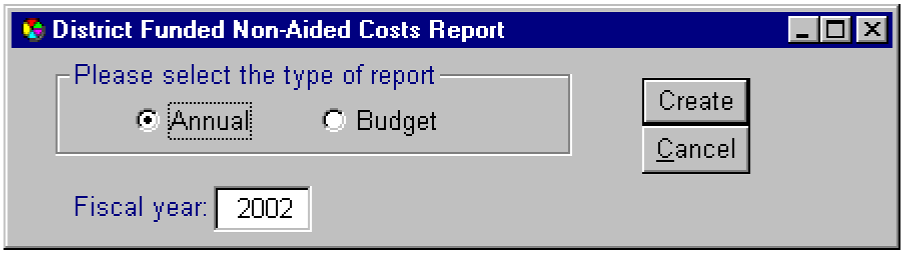
WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00

100% Smaller Larger Zoom: 70%

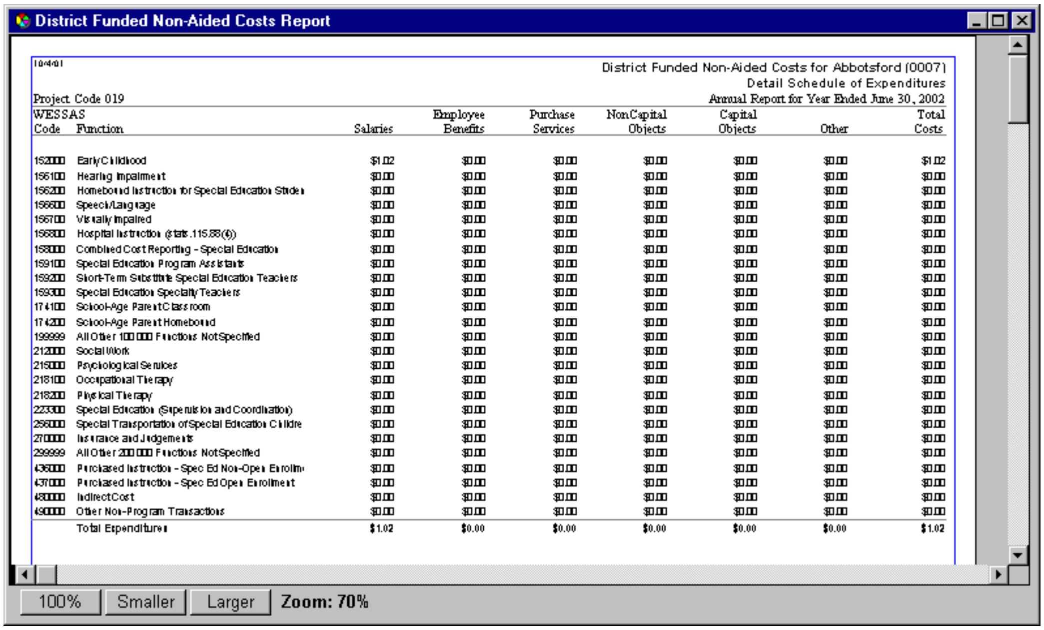
5. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
6. If you wish to print this, press the print button or choose File, Print.
7. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

District Funded Non-Aided Costs (019) Report

1. Select Reports.
2. Select District Funded Non-Aided Costs (019). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



10/4/01

District Funded Non-Aided Costs for Abbotsford (0007)
Detail Schedule of Expenditures
Annual Report for Year Ended June 30, 2002

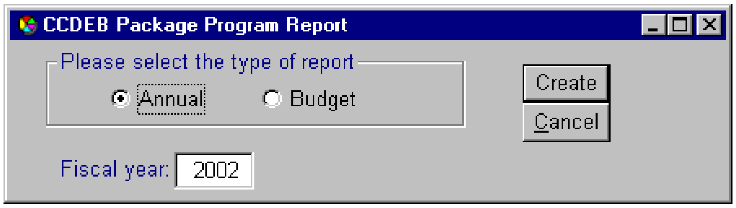
Project Code 019

WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$1.02	$0.00	$0.00	$0.00	$0.00	$0.00	$1.02
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (Stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$1.02	$0.00	$0.00	$0.00	$0.00	$0.00	$1.02

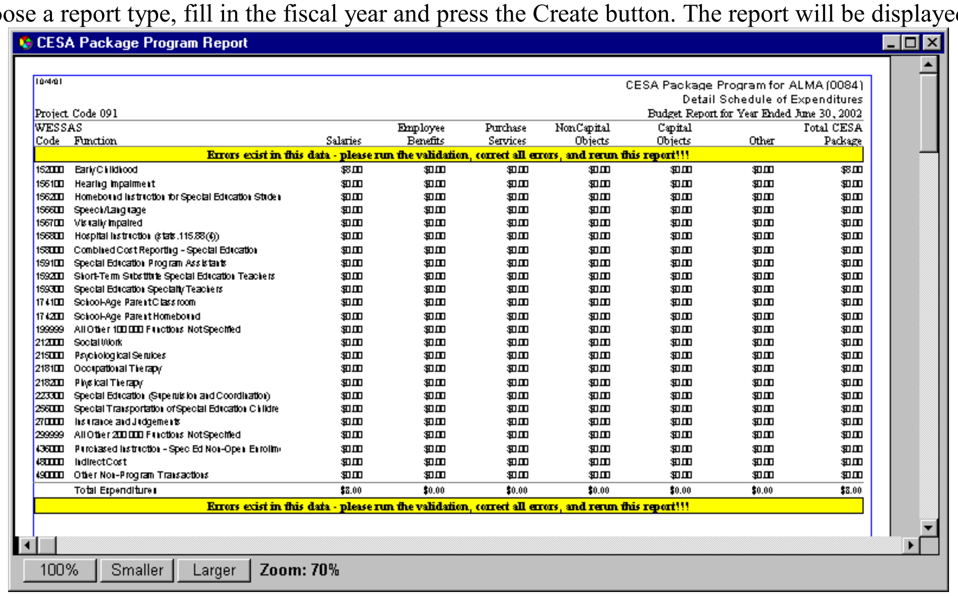
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

CESA Package Program (091) Report

1. Select Reports.
2. Select District CESA Package Program (091). The following will be displayed:



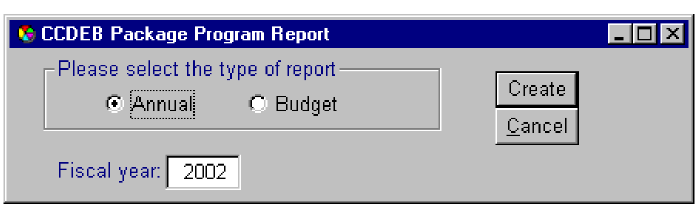
3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



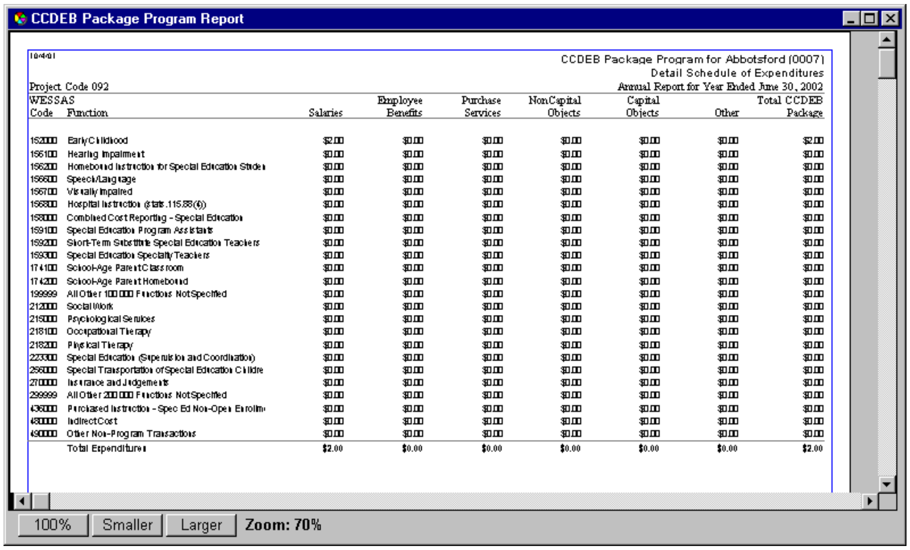
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

CCDEB Package Program (092) Report

1. Select Reports.
2. Select District CCDEB Package Program (092). The following will be displayed:



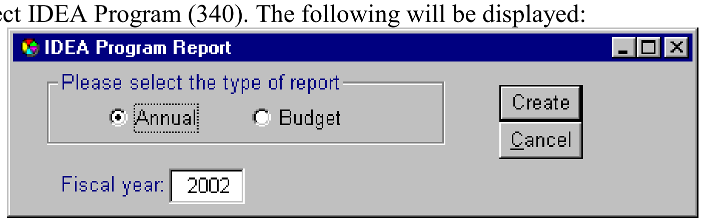
3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



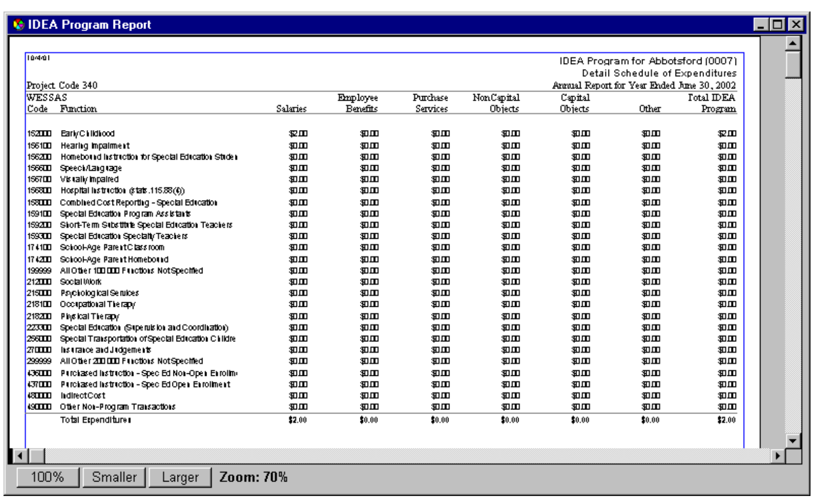
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

IDEA Program (340) Report

1. Select Reports.
2. Select IDEA Program (340). The following will be displayed:



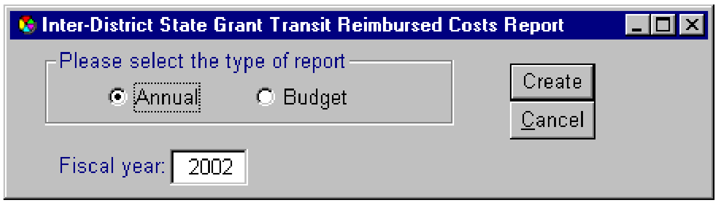
3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



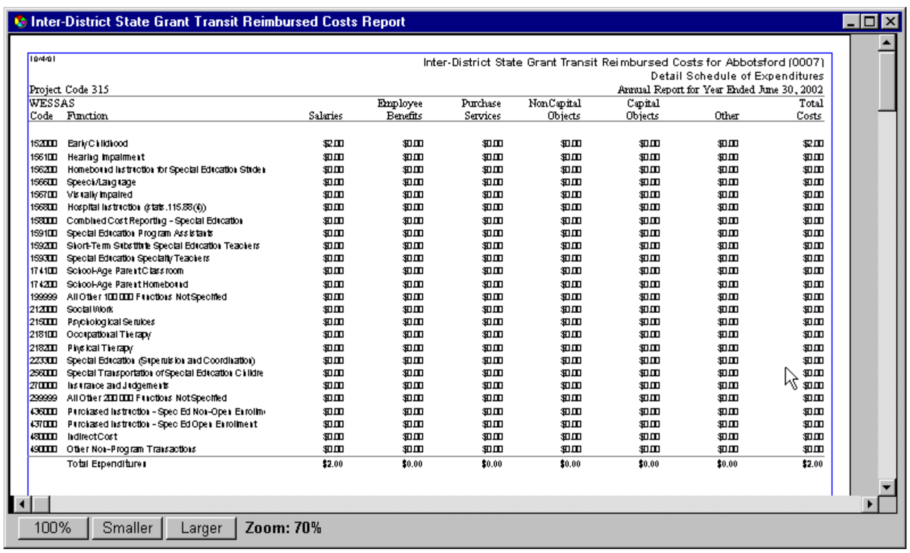
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Inter-District State Grant Transit Reimbursed Costs (315) Report

1. Select Reports.
2. Select Inter-District State Grant Transit Reimbursed Cost (315). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



10/4/01

Inter-District State Grant Transit Reimbursed Costs for Abbotsford (0007)
Detail Schedule of Expenditures
Annual Report for Year Ended June 30, 2002

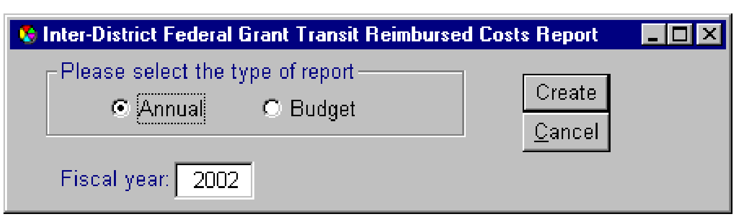
Project Code 315

WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00

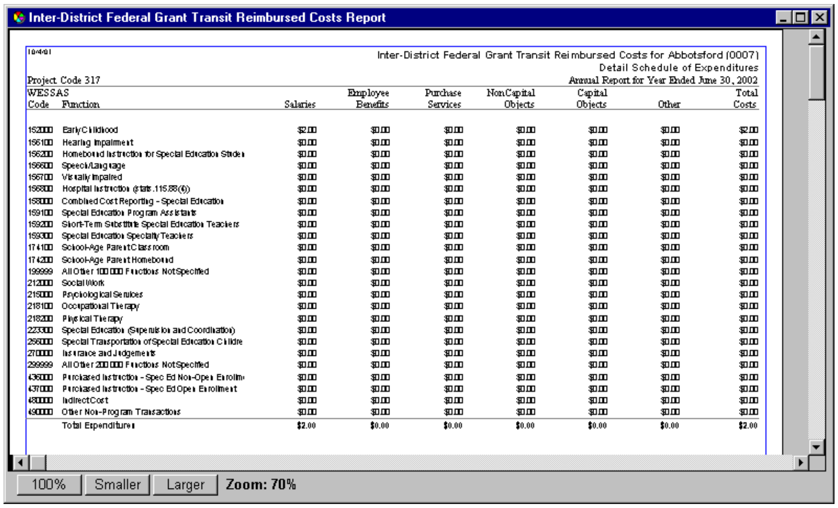
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Inter-District Federal Grant Transit Reimbursed Costs (317) Report

1. Select Reports.
2. Select Inter-District Federal Grant Transit Reimbursed Cost (317). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.

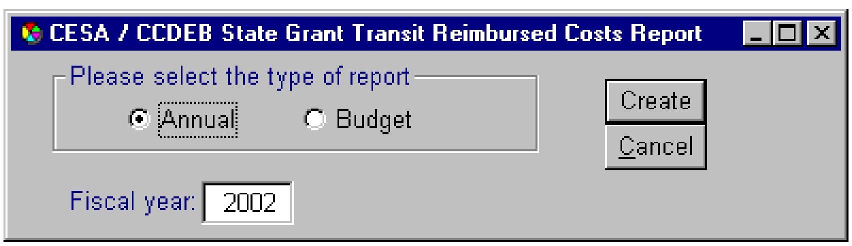


WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$2.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00

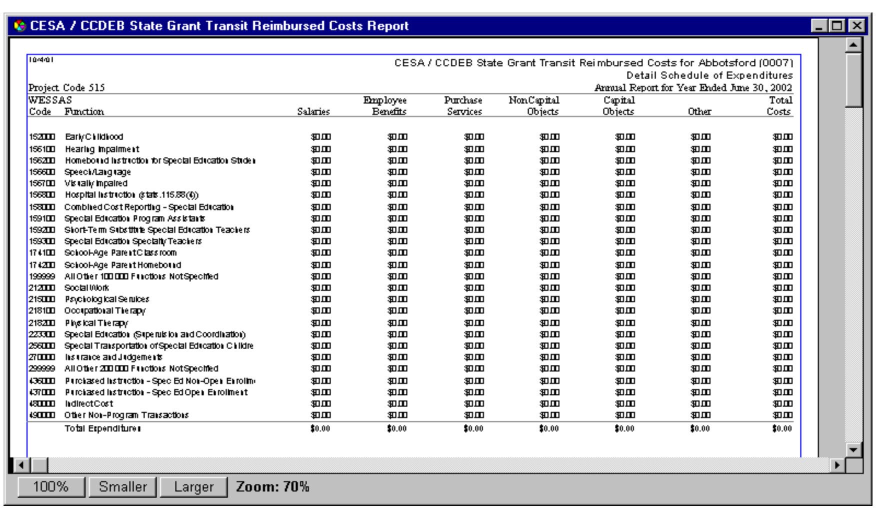
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

CESA / CCDEB State Grant Transit Reimbursed Costs (515) Report

1. Select Reports.
2. Select CESA / CCDEB State Grant Transit Reimbursed Cost (515). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.

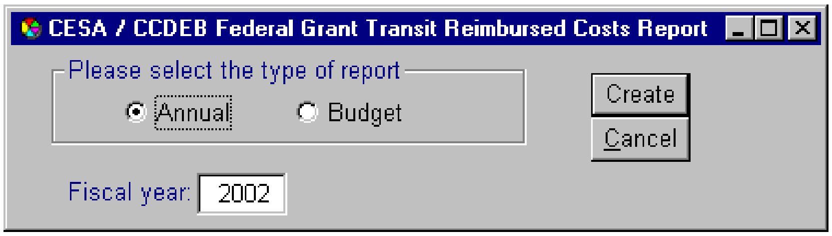


WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

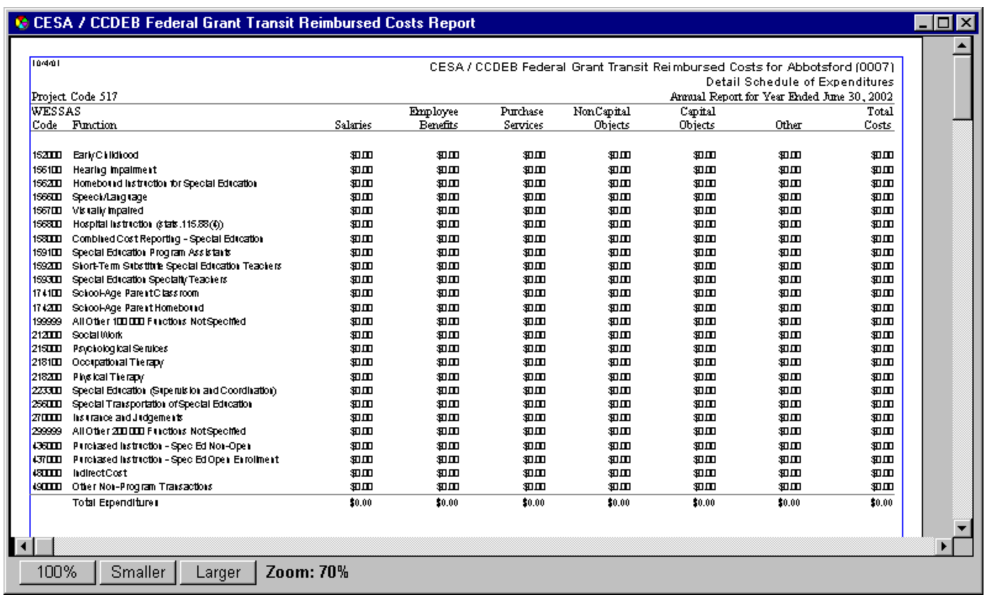
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

CESA / CCDEB Federal Grant Transit Reimbursed Costs (517) Report

1. Select Reports.
2. Select CESA / CCDEB Federal Grant Transit Reimbursed Cost (517). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.


CESA / CCDEB Federal Grant Transit Reimbursed Costs Report

10/4/01

CESA / CCDEB Federal Grant Transit Reimbursed Costs for Abbotsford (0007)
Detail Schedule of Expenditures
Annual Report for Year Ended June 30, 2002

Project Code 517

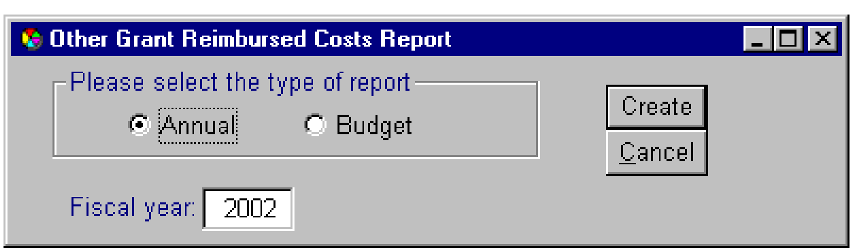
WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (Stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

100% Smaller Larger Zoom: 70%

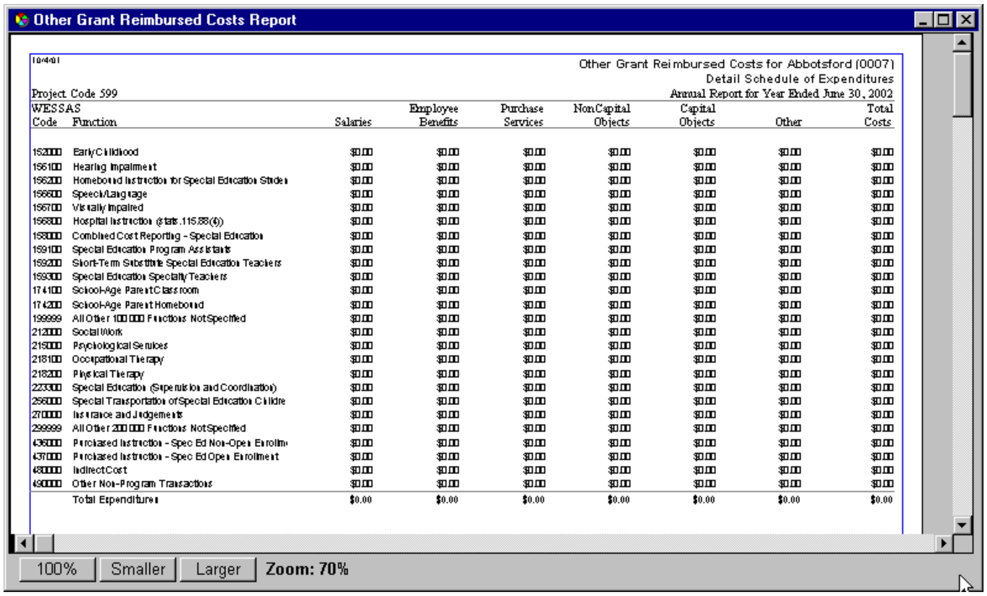
4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Other Grant Transit Reimbursed Costs (599) Report

1. Select Reports.
2. Select Other Grant Transit Reimbursed Cost (599). The following will be displayed:



3. Choose a report type, fill in the fiscal year and press the Create button. The report will be displayed.



10/4/01

Other Grant Reimbursed Costs for Abbotsford (0007)
Detail Schedule of Expenditures
Annual Report for Year Ended June 30, 2002

Project Code 599

WESSAS Code	Function	Salaries	Employee Benefits	Purchase Services	NonCapital Objects	Capital Objects	Other	Total Costs
152000	Early Childhood	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156100	Hearing Impairment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156200	Homebound Instruction for Special Education Studen	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156600	Speech/Language	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156700	Visually Impaired	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
156800	Hospital Instruction (stats.115.88(4))	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
158000	Combined Cost Reporting - Special Education	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159100	Special Education Program Assistants	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159200	Short-Term Substitute Special Education Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
159300	Special Education Specialty Teachers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174100	School-Age Parent Classroom	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
174200	School-Age Parent Homebound	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
199999	All Other 100 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
212000	Social Work	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
215000	Psychological Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218100	Occupational Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
218200	Physical Therapy	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
223300	Special Education (Supervision and Coordination)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
256000	Special Transportation of Special Education Childre	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
270000	Insurance and Judgements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
299999	All Other 200 000 Functions Not Specified	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
436000	Purchased Instruction - Spec Ed Non-Open Enrollm	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
437000	Purchased Instruction - Spec Ed Open Enrollment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
480000	Indirect Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
490000	Other Non-Program Transactions	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

4. Please note the buttons on the bottom of the report. It has been setup so you can see the whole report. The buttons allow you to make it larger or smaller.
5. If you wish to print this, press the print button or choose File, Print.
6. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

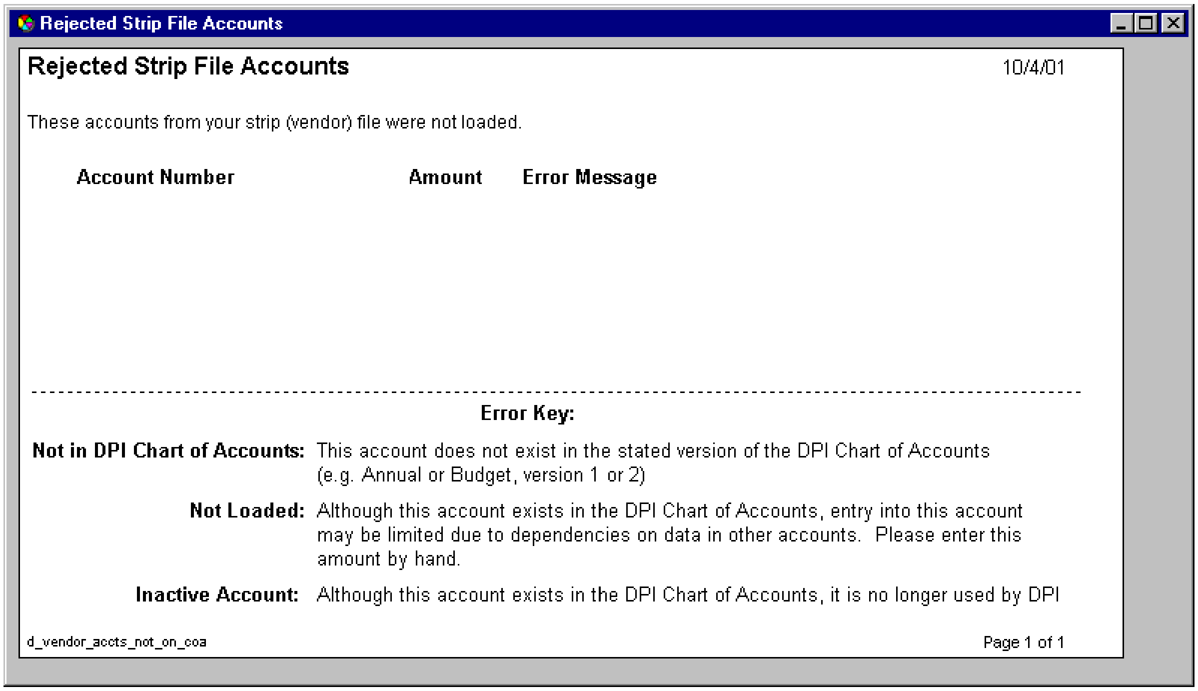
Rejected Strip File Accounts Report

This report identifies accounts on a district data import file, "strip file", that were not loaded into the program for one reason or another. The following is the **Error Key**:

- Not in DPI chart of accounts
- Not Loaded
- Inactive account

A review should be made of the accounts as to their validity and appropriate reclassifications should be made. If it is determined that the identified accounts are valid, but not specifically requested on the DPI chart of accounts, the amounts for these accounts should be reported in functions 199 999 (instructional activities) or 299 999 (support service activities).

1. Select Reports.
2. Select Rejected Strip File Accounts. The following will be displayed:



Rejected Strip File Accounts

Rejected Strip File Accounts 10/4/01

These accounts from your strip (vendor) file were not loaded.

Account Number	Amount	Error Message

Error Key:

Not in DPI Chart of Accounts: This account does not exist in the stated version of the DPI Chart of Accounts (e.g. Annual or Budget, version 1 or 2)

Not Loaded: Although this account exists in the DPI Chart of Accounts, entry into this account may be limited due to dependencies on data in other accounts. Please enter this amount by hand.

Inactive Account: Although this account exists in the DPI Chart of Accounts, it is no longer used by DPI

d_vendor_accts_not_on_coa Page 1 of 1

3. This is the Rejected strip file accounts report. If you wish to print this, press the print button or choose File, Print.
4. You can close the report by clicking the 'X' in the upper right-hand corner of the report.

Miscellaneous Activities

There are several other activities that you will be able to accomplish using this program. They are:

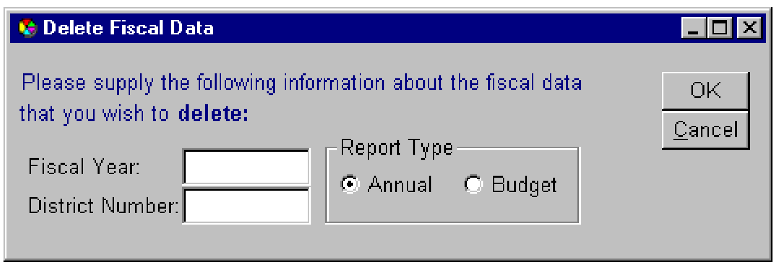
- Delete Fiscal Data
- Administrative Options
- Backing up Database

The following instructions lead you through these activities.

Delete Fiscal Data

NOTE: This feature should be used with CAUTION. If unsure, backup or copy data using the Backup Data option under Administrative Options.

1. Select Administrative Options.
2. Select Delete Fiscal Data. The following will be displayed:

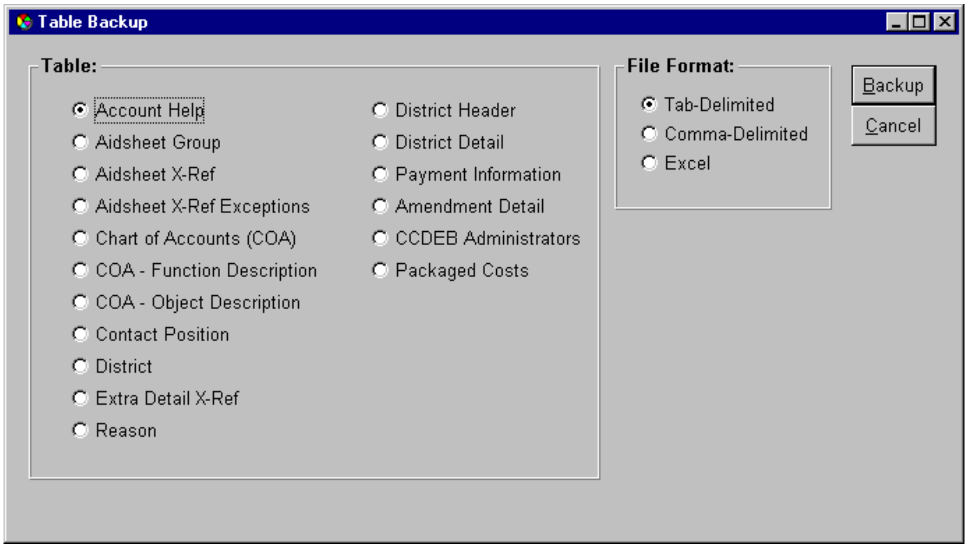


3. Enter the Fiscal Year and District number.
4. Choose the Report type you wish to delete and press the OK button.
5. You will be prompted as follow:

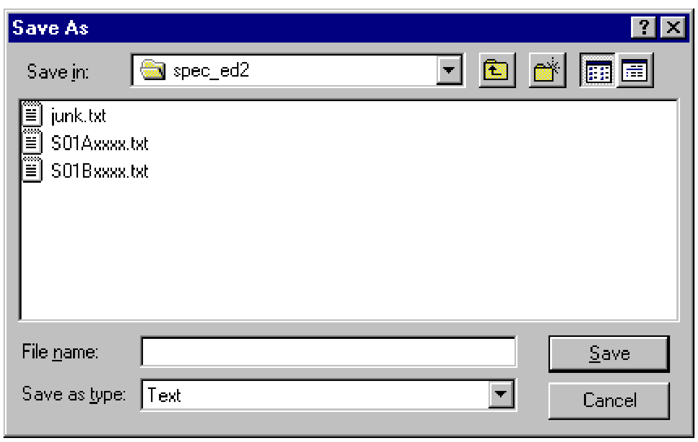
6. Press the Yes button if this is what you wish to delete; otherwise press the No button.
7. The delete will occur, and you will be prompted with a message telling you how many rows were deleted.

Backup Data

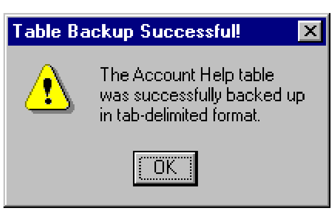
1. Select Administrative Options.
2. Select Backup Data. The following will be displayed.



3. Choose the table you wish to backup and what file format you would like to back it up to and press the Backup button.
4. You will be prompted with a Save As dialog box.



5. After telling it where to save, giving it a name and a file type, press the Save button. You will be prompted that your file was saved as follows:



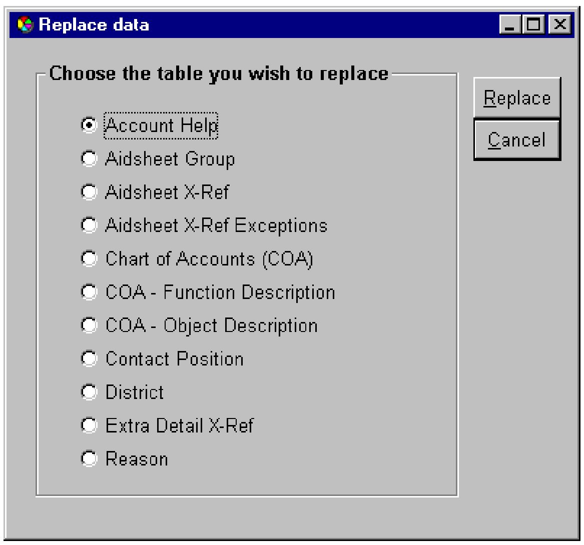
6. This window will tell you what table you backed up (in this example the District Header) and that it was successfully backed up to the file format that you chose. Press the OK button.

Replace

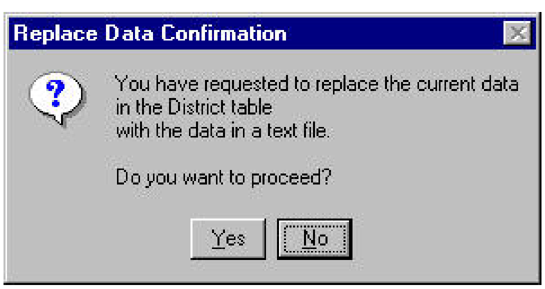
NOTE: This feature should be used with CAUTION. Please only replace data if new files have been sent to you from DPI.

1. Select Administrative Options.
2. Select Replace. You will be prompted with the following:

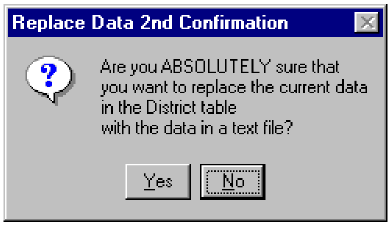
3. If DPI has sent you a text file to replace table data, answer this question Yes. You will be prompted with the following Replace window.



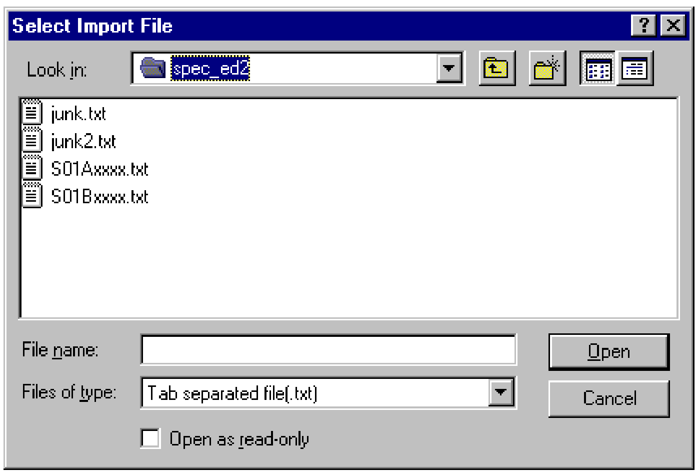
4. Select the table you wish to replace and press the Replace button. You will be prompted with a confirmation, answer Yes.



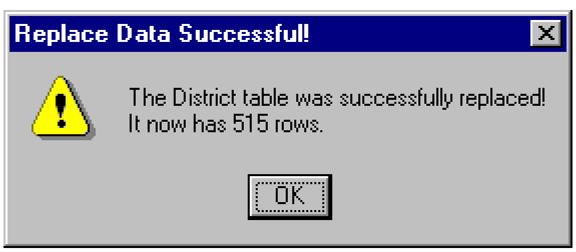
5. You will be prompted again as follows:



6. Answer Yes. You will be prompted for the file you wish to import. Find it and press the open button.



7. You will be prompted with a successful window indicating how many rows the new table has. Press the OK button.



Appendix A

File Layout

Input record layouts **(for the vendor strip file import)**

The application allows you to either enter your data, or import it from a vendor strip file (must be a .txt file). The record layouts for the vendor strip file are:

<u>header...</u>
year 2
type 1
district nmbr 4
date (mmddyy) 6
operator initials 3
reason code 2
authorizing initials 3
contact 1st initial 1
contact last name 12
contact position 2
filler 40
data source 1
type 2
record seq 1

<u>detail...</u>
year 2
type 1
district nmbr 4
sequence nmbr 4
amount 15 (assumes 2 decimal places, but there is no decimal point - zero filled)
sign 1 (of amount, either `+' or `-`)
account nmbr 15 (comprised of the fund for 2, type for 1, function for 6, object for 3, and project for 3)
filler 34
data source 1
tran type 2
record seq 1

Generally, there would be 1 header record and multiple detail records. Since the new application always requires that the 'header' information be keyed into the header screen, the application ignores the header record in the vendor file. If the selection on the header screen indicates that the source of the data is a vendor file, then the application imports the amount, the sign, and the account nmbr from the detail records. The year, type (annual or budget) and district nmbr are obtained from the information that was keyed into the header screen. The seq nmbr is obtained from the chart of accounts table (file) that is loaded onto the PC with the application. The data source, tran type and record seq are for internal use and are added when the text file is created for DPI. The database on your PC will hold the 4 digit year (as it appears on the 'header' screen'), but only the last two digits will be used in the text file created for DPI.

Output record layouts
<u>first header...</u>
fiscal year 2 (although the 4 digit year is kept in the database, only the last 2 digits are used here)
report type 1 (`S' for annual, `P' for budget)
district nmbr 4
date (mmddyy) 6

data entry initials 3
reason code 2
authorizing initials 3
contact first initial 1
contact last name 12
contact position code 2
federal funds indicator 1 ('Y' for yes, 'N' for no)
chart of accts version nmbr 3 (retrieves the highest version number currently in the chart of accounts)
payment to another lea 1 ('Y' for yes, 'N' for no)
filler 34 (spaces)
header type 1 (always '1')
'600A'

<u>second header...</u>
fiscal year 2
report type 1
district nmbr 4
contact phone nmbr 10
contact phone ext 5
accting firm name 50
filler 3 (spaces)
header type 1 (always '2')
'600A'

<u>text...</u>
fiscal year 2
report type 1
district nmbr 4
payment info text 67
payment type 1 ('1' for paid to another LEA, '2' for payments received as deductible receipts)
seq nmbr 1 (sequentially assigned from 1 up to 8 for each payment type)
'600T'

<u>detail...</u>
fiscal year 2
report type 1
district nmbr 4
seq nmbr 4
amount 15 (assumes 2 decimal places, but there is no decimal point - zero filled)
amount sign 1 (`+´ or `-`)
acct nmbr 15 (comprised of the fund for 2, type for 1, function for 6, object for 3, and project for 3)
filler 34 (spaces)
'600B'